

Primary Classes

Morning Registration → 08:40am - 08:45am

Children arriving at school after 08:45 am will be marked as late on the register unless there is a legitimate reason for this.

If we do not have any contact with you by 9:30am we will send an in-app message to ask you to contact the school regarding the absence. If we receive no further contact by 10am, you will receive a phone call from one of our Parent Support Advisors. The safety of our pupils is everyone's priority.

Be on Time

As the parent **you are responsible** for ensuring that once your child is registered at a school and that they attend regularly and punctually.

When a child arrives on time:

- Registration takes place quickly and smoothly
- Pupils access beneficial morning starters.
- Children settle into their routine for learning across the day.
- Everyone hears the information given and is included in important explanations and discussions. This ensures that everyone knows what to do and what is expected of them

When a child arrives late:

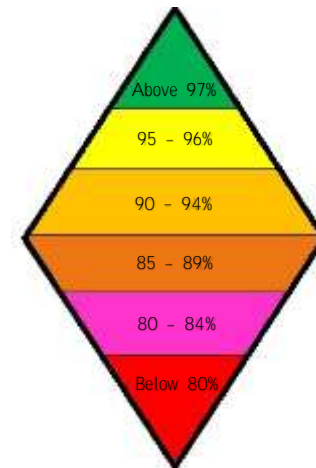
- It interrupts concentration
- It wastes valuable learning time
- The teacher repeats information / instructions whilst others have to wait
- The late child is at an immediate disadvantage because they may have missed important teaching points, missed discussions where ideas are shared and will be generally unsettled
- Children feel stressed and anxious about having to walk into their lessons late, some children find being late very distressing.

Our school day finishes at 3:15pm.

OX CLOSE FEDERATION ATTENDANCE



Important Information for Families



Help your child to succeed in
their early years, at school
and in adult life.



School Absence

Within Ox Close Federation, we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school every day.

Examples of Authorised Absences:

- Genuine illness of the pupil
- Hospital / dental appointment for the pupil
- Death of a near relative
- Religious observance (Faith of the parent / carer / child)

Examples of Unauthorised Absence:

- Family Holiday
- Days off for birthdays, shopping trips
- Sickness of a parent, or other family member
- Problems with transport
- Non-urgent medical treatment
- School refusal or truancy

Parents can often feel that more time is spent at school than at home. By completing a quick and easy sum, we can see just how many days children attend school.

- There are **365** days in the year and **190** days in the school year.
- If we take, the days in school away from the days in the year we see that for **175** days children are at home with their parents.
- If a child takes leave of absence during term time, **10** school days, attendance starts to fall to only **180** days in school.
- If the child is then ill for **five or more days** in a year, they start to be at home more than they are in school.

Parental Support

School attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child. Showing your child, the importance of attending school every day not only helps your child to settle quickly when starting school but also helps them to keep and sustain friendships and enjoy the school environment. Consistency and a caring supportive home and school life will make any transition experience quick and easy.

The staff within Ox Close Federation are here to support you, they understand the difficulties some parents can face and will work with you. Please share with Federation staff any concerns you may have as the well-being of your child is our priority.

How can Parents/Carers help?

- Have a regular bedtime and morning routine for your child.
- Have clothes and bag ready the night before Be organised, have plan be consistent and involve your child.
- Arrange medical appointments, outings and holidays when your child is not expected at school.
- Let us know if your child is unwell and unable to attend, as soon as possible by contacting the Federation office on 01388 814860 or messaging via Arbor.

Please contact us on the first day of absence. If you are experiencing any difficulties getting your child to school, please let us know. Our Parent Support Advisors are happy to help and support you.

