

Attendance and Punctuality

Frequently Asked Questions



WHAT TO DO IF.....

... my child feels ill in the morning but I don't think it is severe enough to keep them home?

Decide whether your child is actually fit for school. If they have a fever or are being physically ill, then keep them at home. A general rule of thumb is whether as an adult you would expect to go to work if you were feeling the same. We don't want illness to be spread through the school, but only you know if your child is not really well enough to attend. If they come to school and their condition deteriorates or we feel your child is not well enough to be here, we will contact you to discuss them returning home.

... I need to take my child for a medical appointment during the school day?

Please try to arrange non-urgent medical/dental appointments out of school hours. We understand that this is not always possible and ask that that you ensure your child attends school before or after the appointment, if possible/practical.

... I want to take my child out of school during term time?

The school policy is not to allow holidays or leave of absence during the school term except in exceptional circumstances. All requests for leave of absence must be submitted to the school in advance using the form available at the school office and via the website. The Headteacher is unlikely to authorise absence except in exceptional circumstances.

A form can be found on the school website. If you take an unauthorised holiday during term time AEO may issue you with a Penalty Warning notice (warning of a fine if another holiday is taking within a calendar year) according to OCC policy.

... my child is finding it hard to come to school?

Let us know as soon as possible if this is the case – speak to either your child’s Deputy Year Leader or our Inclusion and Attendance Officer (Mrs Kim Young) and discuss the problem. Your child may say they feel ill, (headache, pains, tummy ache etc) but there is nothing to really see. We are very good at resolving issues concerning friendship problems, anxiety and bullying so please do let us know if you are worried.

...my child is refusing to go to school for no apparent reason

If you can’t get your child into school at all, please contact their Deputy Year Leader or Mrs Young and talk about the problem. Maybe your child would speak with one of these adults. If you think you may know what the issue is do please share this information. Mrs Young will be able to come to your home and discuss the issue with you and your child there if necessary.

... my child is truanting lessons

You will receive a call from school if your child is discovered to be “missing” from class. There is a consequence for all truancy in line with our behaviour policy but we will always try to find out any deeper reasons for a child wanting to miss their lessons.

... I am receiving letters that my child is late to school. What can I do?

You will receive termly letters if your child is regularly late to school. Students need to be in their tutor room for 8.30 am and on time for all lessons. Deputy Year Leaders or Mrs Young will speak with your child if their lateness starts to become an issue, giving them a chance to address the problem before discussing with you directly. If you know of any justifiable reason why they are late to school, do please let your child’s Deputy Year Leader know.

... my child is now a “persistent absentee”? What will happen?

This is a student who has ongoing attendance below 85% and therefore at high risk of not being as successful as they might in school. You will receive termly letters stating their attendance figure and by the second one Mrs Young will have been in contact with you to see what the issue is and offer support and guidance.

... I understand some parents receive letters about fines – what is this about?

These letters are issued by Oxfordshire County Council and usually only for two reasons; either a student’s attendance is becoming a growing concern and several meetings have been held to try to help the family and student or several days of unauthorised holiday have been taken. In all cases there are time regulated warning letters before any fine is imposed. Should the fine be imposed there are staged costs and time limits and early discussion with the Attendance and Engagement Officer (AEO) is strongly advised if there are difficulties meeting the requirements.

Contact details for Deputy Year Leaders and Mrs Young can be found here:

kyoung@cherwell.oxon.sch.uk

<http://cherwell.oxon.sch.uk/about-us/year-groups>