

Attendance

Oakwood recognises the importance of good attendance and has in place effective systems to monitor absence and punctuality. We value the support we receive from parents over matters of attendance and punctuality, and recognise the fact that most children attend school every day. However, please would all parents bear in mind the following:

All students have a minimum attendance target of 95%

- Days out and holidays will not be granted, and if taken will be coded unauthorised.
- Wherever possible organise medical appointments outside school time. If this is not possible please arrange the appointment time to allow students to attend school in the morning & then leave during the school day, hopefully with enough time to return before the end of the day; this will ensure registration marks are awarded.
- Encourage your child to attend school unless really unwell.
- Ensure that your child is in school on time to register with his or her tutor. This effectively means that they will need to be on the school site by 8.30am to allow them ample time to reach registration for 8.40am.
- Pupils who are late to school (after 9.05am), **MUST** sign in at the Attendance Office.

Absence

If your child is unable to attend school due to illness or some other unavoidable reason, please ring the school absence line on **01293 874358** at the earliest possible time on the first day of absence and every subsequent day until their return. When they do return please confirm the details of the absence in a letter to your child's tutor or in their school organiser.

Should you have reason to believe that your son or daughter is not in school when they should be, please ring the school to discuss the situation with the Attendance Manager. Incidents of truancy and school refusal are dealt with by the Heads of House/Year and the Attendance Office who will always appreciate your co-operation at such times.

Timings of the School Day

The school runs on a 2 week cycle with registration at 8.40am followed by 'tutor time' and assembly on set days. The school day ends at 3.05pm.