

## **ATTENDANCE INFORMATION**



**Good attendance and punctuality are essential if you are to succeed at Oasis Academy Watermead, as there is a direct link between good attendance, academic progress and achievement.**

All students must make every effort to attend the Academy every day. However, we accept that some students may become ill or have other genuine reasons for absence.

Therefore, we aim to ensure that no students' attendance falls below 97%. If you are absent the Academy must be notified on the first day and a phone call must be made per each day of absence. Medical evidence may be asked for by the Office team to authorise absences. Please note that the Academy will not authorise holidays taken during term times and the matter will be referred to Sheffield City Council.

We believe that it is important that our students are prepared for the start of each day and for each lesson by ensuring they arrive on time. All students are expected to arrive to the Academy by 8.35am. Punctuality is monitored throughout the day. Students who arrive after 8:50am are classed as late and further action may be taken for persistent lateness.

**In charge of day-to-day attendance - Samuel Elvery (Attendance & Family Liaison).**

A weekly league table of attendance and punctuality by class is shared in the newsletter and is celebrated in assembly with weekly prize draws and termly rewards.

### **Authorised and unauthorised absence**

If a student is absent from Oasis Academy Watermead, it is vital that their parent lets the school know as soon as possible to give a reason either over the telephone or in person at the gate or office. Please press Option 1 when calling the main office to report your child's absence and leave a voicemail. All absences from school can result in a telephone call and/or a home visit.

If absences are not reported to school, a message will be sent out to parent/ carers asking them to inform school of the reason. If contact is still not made from home, your child's attendance will be unauthorised, and a home visit may be undertaken by a member of the pastoral team.

### **The Importance of Attendance**

Every child has the right to a full-time, high-quality education that meets their needs and helps them reach their full potential. As a school, we are committed to providing a supportive learning environment where every student can thrive.

Parents and carers play a vital role in this by ensuring their child attends school regularly. The law requires that all children of compulsory school age receive an education appropriate to their age, ability, and any additional needs they may have.

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- Your child must attend school every day that it is open during term time. Unless they are too unwell or have been granted permission for absence in advance.
- Good attendance helps students stay on track with their learning, develop strong routines and build positive relationships.
- Missing school can impact progress, confidence and future opportunities.

If your child is struggling with attendance for any reason, we are here to support you. Please contact a member of the pastoral team who will be happy to support.

### How We Register Attendance

To ensure we have an accurate record of every student's attendance, we use an electronic attendance register as required by law. This system helps us monitor attendance effectively and allows us to work with families if any concerns arise.

### When is attendance recorded?

Registration is taken twice a day, once in the morning and again in the afternoon.

### What do attendance marks mean?

Each time a register is taken, students are recorded as:

- Present
- Late
- Attending an approved offsite educational activity
- Absent
- Unable to attend due to exceptional circumstances

### Why Good Attendance Matters

Attending school regularly is one of the most important factors in a student's success. Research shows that students with higher attendance achieve better results, have improved wellbeing and enjoy greater opportunities later in life.

We encourage that all students aim for at least 97% attendance throughout the academic year. This means missing no more than five days in a school year.

### How Absence Affects Learning

Even a few days off can impact progress. The table below shows how missing school affects learning time.

Attendance%	Learning Days Lost per Year.
98%	4 days
95%	10 days

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90%	19 days (almost 4 weeks)
85%	29 days (nearly 6 weeks)
80%	38 days (over 7 Weeks)
75%	48 days (nearly a whole term)

When attendance drops below 90%, a student is classified as "persistently absent", and we will work closely with families to provide support and guidance.

### **Strategies to Improve School Attendance**

We want every child to enjoy coming to school, and we have a range of strategies to encourage and support good attendance, including:

#### **Rewards and Recognition**

Celebrating students with excellent and improved attendance through certificates, praise and incentives.

#### **Assemblies and Awareness**

Regular reminders about the importance of attendance and it's impact on success.

#### **An Engaging Curriculum**

Ensuring every lesson is engaging, enjoyable and relevant to students.

#### **Community Support**

Working with the Oasis Community Hubs to support families.

#### **Parent Meetings and Support Plans**

If attendance becomes a concern, we will meet with parents/carers to explore solutions together.

#### **Clear Expectations and Consistent Follow-Up**

Using best practices recommended by the Department for Education and OCL Best Practice to address any ongoing issues.

#### **Communication**

Regular and timely messages will be sent via letter/SMS to parents and carers to keep them updated on emerging attendance patterns.

We are committed to work in partnership with parents and carers to support good attendance and ensure every child benefits from all that school has to offer.

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### **Term-Time Leave.**

We are unable to authorise any Term-Time Leave. Please See Sheffield City Councils attendance policy for term time leave:

[Attendance guidance for parents | Sheffield City Council](#)

If you take your child out of school for anything other than illness or medical appointments, we will require you to fill out a term time leave form with the date you expect your child to return to the academy. Please ask at the school office.