Attendance at OAJW – parent information

Working together so every child feels safe, included and ready to learn

At OAJW, attendance is about belonging, safeguarding and opportunity. When children are in school regularly, they build strong relationships, develop positive routines and have the best chance to thrive. Explained below is what we expect, how we work with families, and what support looks like if attendance becomes a concern.

Our approach is simple: we act early, work with families, and take clear action where attendance does not improve.

Why attendance matters at OAJW

Consistent and regular attendance matters for a number of important reasons:

- Being in school every day supports learning, wellbeing and friendships.
- There is a direct link between attendance and achievement – quite simply students who are in school consistently achieve more during their time at school, establishing strong foundations for the world of work
- Patterns of absence can be a safeguarding concern.
- Missing school regularly makes it harder for young people to catch up in their learning. This has a cumulative effect over the 5 years of secondary school and knowledge builds year on year. Some think that only good attendance in Year 11 is important – this is not the case!
- Good attendance helps with social development and forming positive relationships, both of which are essential for success in life. We are committed to helping every pupil access the full-time education they are entitled to and deserve.

Our Shared Expectations - every day counts

We expect all pupils to **attend school every day** and **arrive on time [by 08.40]** so learning starts calmly and positively. Nationally, good attendance is 95% or above. Our ambition is for every child to meet or do better than this. Even 95% attendance means that 10 school days [2 whole weeks] have been missed.

Arriving late is not only disruptive to your child's learning, but also to the rest of their class. Arriving after 09.15 is recorded as half a day of absence. Strong routines at home make a big difference. Please do all you can to ensure your child has consistent sleep routines and are up, organised and ready to leave in time each morning.

When should my child stay at home?

Children should only be absent if they are **genuinely too unwell to attend school**. Mild coughs, colds, tiredness, or minor aches are usually not reasons to miss school.

We may require medical evidence where illness persists or where there are ongoing attendance concerns. This is usually after 3 days of illness in a row, or a total of 10 days across a rolling year.

If you are unsure, please speak to us – early conversations help.

Appointments

- Please arrange medical or dental appointments **outside school hours** wherever possible.
- If this isn't possible, your child should miss **the minimum time necessary**, attending school before or after the appointment whenever possible. Very few appointments should require a whole day of absence.
- Evidence of the appointment should be provided.

Holidays and time off in term time

Schools are only allowed to authorise term-time absence in **exceptional circumstances**.
This means that family holidays **will not** be authorised. We strongly encourage families to plan holidays during school breaks. Birthdays are not a valid reason for absence. Unauthorised absence may lead to involvement from the local authority, including penalty notices. More detail regarding this can be found on our full attendance policy which can be accessed via our website.

What happens if my child is absent?

If your child is going to miss a day of school, we ask to be contacted by 08.00 via MCAS.

If we haven't heard from you:

- You will receive a same-day call or message.
- In some cases, a home visit may be carried out.
- In rare cases, if we are unable to establish a child's whereabouts and are worried about their safety, we may ask partner agencies to help us carry out a welfare check.

This is part of our safeguarding responsibility – we must always know children are safe.

How we support attendance at OAJW

We use a staged, supportive approach, always starting early and working in partnership with families.

We always aim to offer support before any formal action, and legal routes are only used when all other help has not led to improvement. We will communicate clearly with you at each stage, so you understand what is happening and what is expected next.

Stage 1 – Early concern

- We notice patterns (for example, frequent short absences, regular Fridays or Monday off, or late arrivals).
- A member of staff will contact you to understand what's happening.
- The focus is on identifying barriers and offering help early.
- We want to work together with you to find quick solutions to improve your child's attendance.

Stage 2 – Attendance Support Plan (ASP)

If attendance does not improve:

- We will invite you to a meeting in school.
- Together, we agree a short-term support plan.
- This plan sets out what school, family and the young person will each do.
- A named member of staff will be identified as your child's 'attendance champion', someone who will work closely with them to support and help overcome any identified barriers.

Stage 3 – Formal escalation

If concerns continue despite support at Stages 1 and 2:

- Senior leaders and external professionals may become involved.
- Another meeting will be held in school to understand why attendance is not improving.
- Our support always continues, but expectations are made very clear that attendance must improve.

Stage 4 – Legal routes (last resort)

- Used only when all other support has not been effective.
- Always proportionate and never a surprise to families.
- This stage involves the Education Welfare Service and, in some cases, referral to social services.

Our aim is always to help children attend regularly – not to blame families.

How families and OAJW work together

We will:

- Create a welcoming, inclusive academy where young people feel they belong.
- Listen carefully and act early when concerns arise.
- Be clear, consistent and fair in our approach.
- Reward and celebrate success.

Families can help by:

- Making attendance a top priority.
- Establishing strong routines (bedtimes, mornings).
- Letting us know early if something is affecting attendance.

If you are struggling with your child's attendance, please talk to us, we are here to help.

Our key message

Every day really does count. Please ensure that your child attends OAJW every single day.
You can easily access your child's attendance via the MCAS app and this appears as a percentage. Below you can see the number of days lost for various attendance percentages, the detail of which is stark.

Attendance Percentage	Learning days lost per academic year
98	4
95	10
90	19
85	29
80	38
75	48

If you have questions or concerns about attendance, please contact any of these key members of staff, contact us via MCAS or email jwi.attendance@oasisjohnwilliams.org:

- Your child's Learning Mentor
- The 360 Team [Y7 Karen Tape; Y8 Rebecca Watts; Y9 Faye Philipson; Y10 Sasha Golding; Y11 Beth Richards]
- Your child's Head of Year [Y7 Millie Ryan; Y8 Dannielle Gorvette; Y9 James Lancaster; Y10 Alice Lewis; Y11 Oliver Finch]
- Our Attendance Lead – Kate Duncan