



Oughtibridge Primary School Naylor Road, Oughtibridge, Sheffield, S35 0HG

Tel: 0114 286 3167

email: enquiries@oughtibridge.sheffield.sch.uk

website: www.oughtibridgeschool.co.uk

Headteacher: Mrs Helen Adams

Deputy Headteacher: Mrs Gemma Shelton

Assistant Head/SENDCo: Mrs Sarah Doxford

Assistant Headteacher: Mrs Laura Holmes



Please scan this code with
your phone to visit our
website for further information

Attendance information for parents



Working Together to Raise Attendance

Oughtibridge Primary School is committed to helping all our children do well at school. There is a clear link between good attendance and good results. We are aiming for regular attendance and good punctuality for all our children. We want to:

- Encourage all children to do well
- Monitor and track your child's attendance and punctuality
- Recognise and reward good attendance
- Encourage parents/carers to play a vital role in supporting Oughtibridge Primary School and helping your child to succeed.

What Oughtibridge Primary School expects from you as a parent/carers

- A good education is dependent upon your child's regular attendance at school
- First day contact with school when your child is absent
- Your child should be in class for registration by 8.50am
- If your child arrives late for school, they must always report to the office prior to going into class
- Advance notification of any planned absence. Forms are available from the school office or on our website

What you can expect from Oughtibridge Primary School

- A good education, which is dependent upon regular attendance at school
- Regular, efficient and accurate recording of attendance
- Prompt action to any problem you tell school about
- Termly attendance report from school
- Support and assistance from school

Did you know?

- 5 minutes late every day equals 3.5 days missed each year
- 10 minutes late every day equals 7.2 days missed each year
- 90% attendance is like having a day off every 2 weeks
- 10 days absence means 95% attendance
- 90% attendance through school life is equal to a whole year of school being missed

If your child needs to be absent from school due to illness

- Only keep your child away from school if it's really necessary - we will contact you if they are unwell and need to go home
- Telephone school on the first day of absence, as early as possible. Messages can be left on the dedicated absence line by calling 2863167 and selecting option 1
- Keep school informed if more than one day's absence is necessary
- Speak to us if your child will be off for a prolonged period of time so that we can offer support

If your child needs to attend a medical appointment

Where possible please avoid medical appointments in school time.

If this is unavoidable please remember that:

- A medical absence form must be completed at least 2 days before the date of the appointment. Forms can be obtained from the school office or on the school website
- If same day emergency medical appointments occur please contact the school office to inform them of the time of the appointment
- If your child is too ill to return to school following the appointment please telephone school

Taking your child out of school during term time

The Exceptional Leave During Term Time Policy makes it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents should complete a form and submit to the school at least 20 days in advance of the leave date. Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstance. If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely however to be granted for the purposes of a family holiday.

Parents can be fined for taking their child on holiday during term time without the consent from the school.

Aspiration, Inspiration Motivation, Success

Further information can be obtained from our website: www.oughtibridgeschool.co.uk