



Kings Oak Primary Attendance Essentials for Parents

Kings Oak Primary shares in Waterton Academy Trust's belief that good attendance underpins every child's ability to learn, make friends and achieve their best. Every school within the Trust follows the Waterton Attendance Policy and develops its own Attendance Strategy to reflect its unique community, routines and support systems.

At Kings Oak Primary, we believe that every day in school counts. Good attendance supports learning, wellbeing, and long-term success. We know that the best way to help children succeed is by working with parents and carers. We value the strong relationships we build with families and believe that good communication, trust and teamwork make a real difference. Together we can celebrate achievements, spot any worries early, and make sure every child feels happy, supported and ready to learn.

This document sets out what parents at Kings Oak Primary need to know at a glance to support good attendance in line with the Waterton Academy Trust Attendance Policy and Tiered Approach to attendance. It also explains how Kings Oak Primary promotes excellent attendance, celebrates success, and works with families where attendance becomes a concern through the Tiered Approach to attendance.

Working With Parents

We want every child to attend school at least 96% of the time, as this gives them the best chance to learn and succeed.

- If attendance drops below 95%, we will contact you to talk through any concerns and offer support so improvements can be made.
- The government defines Persistent Absence as attendance below 90%. At this stage, children miss a significant amount of learning, and we work closely with families to address barriers and put plans in place.

Our tiered approach to attendance shows how we support all families – from celebrating good attendance, to offering extra help when attendance begins to fall, through to more intensive support where it is needed most.

The School Day

The law states that children should arrive at school on time, every day. Each school day has two sessions. The register is taken at the start of the morning session and again at the start of the afternoon session. Pupils attend school for 380 sessions or 190 days during a school year.

- 8.40am- The start of the school day. Doors open to pupils and the registration period begins.
- 8.50am - Registration period closes. All external classroom and cloakroom doors are secured and lessons begin.

Late Arrivals

Late arrivals affect learning and progress and may also disrupt classroom routines for the class as well as the late pupil.

- Arrivals after 8.50am enter the school through the main door and report to the school office. Parents are required to record the time of arrival and reason for lateness.
- Pupils who arrive late, but before the register has closed at 9.30am, will be recorded as L in the register. This is counted as a present mark but shows lateness.
- Pupils who arrive late after the register has closed at 9.30am will be coded as U (unauthorised) in the register. This is counted as an unauthorised absence.

Absence from School

If your child is too unwell to attend school, parents must notify the school by 9.00am on the first day of absence, clearly stating the reason. Any unexplained absence will be treated as a possible safeguarding concern.

If your child is absent from school without a reason, a member of our team will contact you by phone call at the start of the school day. If we are unable to contact you, we will follow up with a text and further phone calls. If we are unable to make contact by 10.30am we will follow up with a possible home visit or referral if concerns remain.

Celebrating and Promoting Attendance at Kings Oak Primary

We celebrate attendance with rewards suggested by our school council. Weekly attendance is reported to parents every Friday afternoon. We inform parents of attendance, sending congratulatory notes and messages and involving families in school projects. We recognise those with the most improved attendance to acknowledge effort.

Individual Rewards

- 100% weekly attenders go outside on Friday afternoons to sing an anthem on the playground
- Most improved attenders can invite a parent/carer to a special coffee morning where they get a chance to show them a piece of work they are proud of or talk about their favourite thing about school.
- 100% attenders over a half term get a non-uniform day.
- 97%+ attenders over a half term get to wear a non-uniform top.
- 100% attenders for a whole term get a marsh mellow treat in the Forest School area.
- 97%+ attenders for a whole term get a marsh mellow/flump in class.
- 100% attenders for a whole year get a cinema or bowling trip.
- 97%+ get a cinema experience in school.

Classroom & Whole-School Rewards

- Best class attendance every week wins a travelling trophy.
- Top three classes with best attendance each half term win a 20 minute dance party and the top class wins a theme day such as crazy hair day or hat day or wear red day.
- Best class attendance for the year wins a party with class input on their chosen treats, with the two runners up winning a class movie afternoon.

For attendance questions and support contact: Julie Morton, Parent Support Advisor.