

# Attendance Strategy

## Ensuring Success

Target 96%

100%

Gold certificate

97-99%

Silver Certificate

96-97%

Bronze Certificate

Step 1 – 96% to 95%. The tutor will phone home.

Step 2 – Below 95%. Letter 1 will be sent home to alert you that attendance is causing concern.

Step 3 – If no improvement in attendance Letter 2 will be sent home

Step 4- An Information sharing Letter 3 will be sent home

Step 5 – Warning Penalty notice issued by Oakfield Academy- Letter 4

Step 6 – Penalty Notice issued or a referral made to the Team around the school (TAS).

Descriptor	Attendance	Days Absent	Lost Hours of Learning
Excellent	100% - 99%	Up to 2	Up to 10
Good	98% - 96%	Up to 8	Up to 40
Requires improvement	95% - 91%	Up to 18	Up to 90
Persistent Absentee	90% - 86%	Up to 28	Up to 140
Critical	85% or less	Up to 38	Up to 190

The Department for Education say there is clear evidence of a link between poor attendance at school and low levels of achievement.