

Date: 20.10.23

Dear Parent/Carer,

I would like to take the opportunity to thank you for your support for during the first term of the new academic year and share with you some important attendance updates for next half-term.

Regular and punctual attendance at school is both a legal requirement and essential for children and young people to maximise their educational opportunities. The expectation is that every child should be in school, every day.

Rules regarding school attendance apply, including:

- parents'/carers duty to ensure that their child attends regularly at a school where the child is a registered pupil and they are of compulsory school age;
- academies' responsibilities to record attendance and follow up absence each day;
- the academy has the availability to issue sanctions, including fixed penalty notices, including court action in line with local authorities' codes of conduct.

How to report your child's absence.

Illness

If your child is absent due to illness, please contact our attendance team on either **0161 8866525, 0161 8866500 (followed by Option 1)** or **absence.reporting@oasismediacityuk.org** on the first day of absence and any subsequent days thereafter before 9am. If we do not answer please leave a voicemail with :

- Your name
- Child's name
- Reasons for absence

Call every of absence unless otherwise agreed with attendance team.

Should you child stay off school?

Please see below a link to the NHS website for details on when your child should not attend school due to illness.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Medical Appointments

Time off from school to attend medical appointments is allowed but we ask that none-urgent appointments such as dentist and routine doctors' appointments be made outside of school hours where possible. If your child has a medical appointment, please bring a copy to the school office where a copy can be placed on their file as proof of authorised absence.

Absence during Term Time

If you believe that there are exceptional circumstances to take your child out of school during term time, requests must be made in person by visiting the school reception, at least 10 days before the proposed absence. If leave is taken without permission, then this will be recorded as unauthorised absence. You can be fined for taking your child on holiday during term time.

Principal - Paul McEvoy

King William Street, Salford Quays, M50 2UQ

Tel: 0161 886 6500 . Fax: 0161 921 1543 . www.oasisacademymediacityuk.org

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Punctuality

The law requires pupils to attend school regularly and this includes arriving on time each day and as a parent or carer it is your responsibility to ensure that your child arrives promptly for school each day. Your child should be at the academy for 8.20 every day.

The Oasis Family Breakfast club runs each day from 7:30am - 8:15am in the Academy's canteen. Breakfast club is free of charge and offers bagels, cereal, porridge and juices.

We have various activities planned throughout the year to reward those students that achieve good attendance. There are clear links between good attendance and high academic performance. We appreciate your support in ensuring your child is attending school every day.

As always, thank you for your continued support.

Paul McEvoy

Principal

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