

14th October 2022



Dear Parent/Carer

Parental attitude has a key influence on a child's school attendance and parents/carers can do much to encourage even reluctant students to attend. Good school attendance habits are best started early. Children learn from those around them and you as parents/carers set the standards and expectations for your child. Showing your child the importance of attending school every day helps them to keep and maintain friendships and enjoy the school environment.

Your responsibilities as a parent

By law, all children of compulsory school age must receive a suitable full-time education. As a parent, you have a legal responsibility to make sure this happens. Once your child is registered at a school, you are legally responsible for making sure they attend regularly. This means your child should not have sessions of unauthorised absence. These are shown as O-codes (unauthorised) sessions in our attendance registers.

Recording your child's attendance

Schools must take an attendance register twice a day, which is a legal document that is kept for three years. Any absences will be recorded with a specific code depending on the type of absence. Absences fall into two main categories:

- authorised – those which schools can give permission for
- unauthorised – those which they cannot give permission for

Examples of absences which the school is **unlikely** to authorise can include:

- sickness of a parent, or other family member
- inadequate clothing/equipment for school
- child being used as a carer for siblings/relatives
- problems with transport to school
- non-urgent medical treatment including the dentist
- school refusal or truancy
- days off for birthdays, shopping trips etc.
- family holiday
- minor illnesses e.g. coughs, colds, headaches without medical evidence

What do I do if my child is unwell?

As a parent/carers you **must** notify the school on the first day your child is unable to attend due to illness. You can do this by:

- phoning the Academy and selecting the attendance line from the menu
- emailing attendance@oasislordshill.org

Absences must be reported **EACH** day of absence for safeguarding purposes. Where no reason for absence is given, parents/carers will be contacted to establish a reason for absence the same day.

Principal - Benjamin Bond

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We will authorise absences only where supporting medical evidence is available or where the illness could be contagious or require self-isolation. Medical evidence such as a labelled prescription or an appointment card or a note from a doctor count as supporting evidence. We can record the absence as unauthorised if we are not satisfied that the illness is genuine.

How long should your child stay off school with an illness?

The NHS gives the following advice on how long children should stay off school if they are unwell.

Vomiting or diarrhoea	48 hours after the first symptoms
Chickenpox	When all the spots have crusted over – usually five days after they first appeared
Impetigo	48 hours after starting prescription medication, or when the patches have crusted over if they aren't taking medication
Scarlet fever	24 hours after starting antibiotics, or two weeks after the symptoms start, if they aren't taking medication
Hand, foot and mouth	As long as your child is feeling unwell – there's no need to wait until the blisters heal
Measles	At least four days after the rash develops
Scabies	24 hours after the first treatment
Shingles	When the last blister has scabbed – usually 10 to 14 days after they first appear

What will happen if my child's attendance is low?

The Department for Education and Oasis Academy Lord's Hills target for attendance is 96%.

We will contact parents to address and improve attendance where:

- A pupil's attendance falls below 96%,
- A pupil has a number of unauthorised absences
- A pupil has a regular pattern of absence e.g. Fridays

Absences must be reported **EACH** day of absence for safeguarding purposes.

The world is run by those who turn up

Attending school every day = 100% attendance
Attending 4½ days a week = 90% attendance = 4 weeks missed per year

Attending 4 days a week = 80% attendance = more than half a term missed per year
Attending 3½ days each week = 70% attendance = more than a quarter of the school year missed

An average attendance of 80% or less across a child's school career adds up to missing a whole 2 years from school

Being late for school reduces learning time

If your child is 5 minutes late every day, they will miss three days of learning each year
If your child is 15 minutes late every day, they will miss 2 weeks of learning each year

Make every minute count

If you have any concerns about your child's attendance, please contact us at the Academy.

Yours faithfully



Dr K Riding
Vice Principal