



Guide to Good Attendance at Oswald Road

Attendance Guide For Parents

One of the most important things that you can do for your child's future is to make sure they go to school!

We regularly celebrate with our well attending families. By ensuring good attendance you are really helping your child to achieve the very best that they can.



If they miss school, it means–

- Missing out on learning and social life.
- The more school they miss the harder it is for them to go back.



You can help your children by getting them to school every day and on time!

School starts at **8:45am**.



What does the Law say?



If your child is between 5 and 16 years of age and is registered as pupil at a school, it is your legal responsibility to make sure that they attend regularly and on time.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a penalty notice for each of their children who fail to attend school regularly.

Penalty notices issued for unauthorised absences will incur a fine of £120 if paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

What do I do if my child is absent?

Absences MUST be recorded by school every day.

They are recorded as:

Authorised Absence- This is where a satisfactory explanation for the pupil's absence has been given by the parent /carer. For example: -

- Illness/ Medical appointments (Proof will be asked for in the way of an appointment card or medical letter)
- Exceptional circumstances such as family bereavement (When written permission has been given by the Headteacher)
- Three Days a year for religious observance (e.g. Eid) are counted as authorised absence
- All requests for leave from education must be put in writing to attendance@oswaldroad.manchester.sch.uk.

Unauthorised Absence- This is where no satisfactory explanation has been given for a child's absence. For example: -

- We will not authorise holidays
- A pupil's or family member's birthday
- Shopping
- Having a hair cut
- Trips to the airport to pick up/drop off relatives
- Holiday taken without the school's permission



"I slept in" or "We took too long getting ready" are not acceptable excuses for lateness!

Arriving at school after 9:25am will be recorded as an unauthorised absence if a satisfactory reason is not given. This decision is at the Headteacher's discretion.

Remember – Arriving after 9:05am means a late mark on the register.

What should parents do?

1. Telephone school 0161 882 2680 on the first day of your child's absence, to let them know why your child is not at school and respond to our texts.

2. If your child has an appointment show the appointment card to the School Office BEFORE the appointment. Your child should return to school as soon as possible after the appointment. If you have a morning appointment and are able to come into school first you will be requested to do so.

3. If you wish to request leave in term time you will need to put this in writing/email to attendance@oswaldroad.manchester.sch.uk. The Headteacher will look at the attendance records for each child and the reason for the absence before a decision is made. If leave is NOT authorised an Attendance Penalty Notice may be issued.

What the school will do?

- School will monitor the attendance of all children regularly
- School will telephone home if no reason is given for the absence and will record this. School will work with parents/carers to ensure children have good attendance.
- School will closely monitor children who persistently miss school. You will receive letters reminding you of attendance issues and you may be asked to come into school to talk about it.
- It may be necessary in extreme cases to issue a penalty notice under Section 444 of the Education Act.

We would like to thank those families who always make sure that their children are in school regularly.