



18th March 2021

Dear Parents/Carers,

Why Attendance Matters

We would like to take this opportunity to remind you of some important Attendance related issues. We also enclose a letter sent in conjunction with Manchester City Council containing important information about school attendance and the law.

Why Attendance Matters

At Oswald Road Primary School, we believe that attendance and punctuality are key to promoting high levels of achievement and ensure that students develop good habits for their future. We want **all pupils to attend each day**. However, we do understand that this can be challenging at times. The school sets all students the target of 98% attendance, which means that all students should be aiming for that. To put this in perspective:

1 day off per school year means attendance will only ever reach 99.5%

10 days off per school year means attendance will only ever reach 94.7%

20 days off per school year means attendance will only ever reach 90%

Any pupil whose attendance is below 90% is classed as being persistently absent (PA). To support pupils and parents to ensure that this doesn't happen, we will start our intervention processes as attendance begins to drop below 95%.

Requests for Leave of Absence

Leave of Absence can only be authorised by the Head Teacher in **exceptional circumstances**. These are circumstances which are generally beyond your control. Requests must be made in writing to attendance@oswaldroad.manchester.sch.uk and you will receive a response in writing once it has been considered. We reserve the right to request evidence of the **exceptional circumstance**, and will only ever authorise the minimum amount of days that we consider necessary, taking into account distance that must be travelled.

If you are unsure whether your request constitutes as an **exceptional circumstance**, please ring and speak to one of our Attendance Team who will be happy to advise you.

If your Leave of Absence request is denied and your child is not sent into school, the absence will be unauthorised and you will be at risk of prosecution.



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We would also like to remind you that we will only authorise one day of absence for Religious Observances.

Punctuality

Each class has its own drop off and pick up times, which have been emailed to parents/carers and displayed on each gate. Any pupils arriving after 9.05 will be given a late mark, but we are also monitoring pupils who consistently miss their gates. Pupils arriving after 9.25am will be given a U mark which is an unauthorised absence and could result in a fine if this becomes an ongoing issue. Failure to pay the fine could result in prosecution.

Medical Appointments

We ask that non-urgent appointments are made out of school hours. If a pupil has a morning appointment they should attend school as soon as possible and receive their afternoon mark. If a pupil has a mid-morning appointment, they should come into school for registration, sign out in time for their appointment and then come back for the rest of the school day. Unavoidable afternoon appointments should be made for after 2pm where possible. Appointment cards or letters should be shown to the school for all medical appointments.

Absences relating to COVID-19

If anyone in your household is experiencing Coronavirus symptoms, **please do not bring your child into school** and inform school straight away. Please note, absences where your child is self-isolating due to COVID-19 are recorded differently on the register; the X mark is used to show the child is self-isolating. These absences are not counted in the attendance figures so you will not be penalised for following Public Health England advice.

Support

If you are experiencing any difficulties with your child's attendance please do not hesitate to contact the Attendance Team on 0161 881 4266 or attendance@oswaldroad.manchester.sch.uk. We believe that good communication between yourselves and school is key to ensuring that pupils are happy, attending and able to achieve.

For further information, our Attendance Policy can be found on school website.

Kind regards,

Deborah Howard
Headteacher



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