



25th April 2022

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%.

Reporting your Child's Absence

If your child is unwell and unable to attend school, or there has been an emergency, **please inform the School Office by no later than 8:30am** on the first day of absence. You can do so by phoning 0161 881 4266, emailing attendance@oswaldroad.manchester.sch.uk or texting 07537 436359. In the event that your child is absent for a number of days, we ask that you keep us informed daily unless otherwise specified.



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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.

Absence for Religious Observances

We will only authorise one day of absence for Religious Observances, and this should not exceed three days in total during the school year. Please ensure you inform school that your child will be absent in plenty of time, either by emailing attendance@oswaldroad.manchester.sch.uk or phoning the School Office.

Punctuality

Gate times and procedure remains the same. Pupils are expected to arrive at school as detailed below.

Year Group	Gate/Location	Drop Off
Nursery	Red Car Park Gate	8.35-8.45am
Reception	EYFS Nicolas Road Gate	8.35-8.45am
Year 1	Year 1 Nicolas Road Gate	8.35-8.45am
Year 2	Oswald Road Gate	8.35am Lines walk in 8.40am
Year 3	Black Pedestrian Gate (near Car Park Gates)	8.30am Lines walk in 8.35am



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Oswald Road Primary School

Oswald Road, Chorlton-Cum-Hardy, Manchester M21 9PL
Telephone: 0161 881 4266/4319 Fax: 0161 881 4319
Email: admin@oswaldroad.manchester.sch.uk
Headteacher: D. Howard



Year 4	Oswald Road Gate	8.30-8.40am
Year 5	Year 1 Nicolas Road Gate	8.30-8.40am
Year 6	Year 1 Nicolas Road Gate	8.30-8.40am

Any pupils arriving after 8:55am will be given a late mark, and we are monitoring pupils who consistently miss their gates. Pupils arriving after 9:10am 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 or emailed to attendance@oswaldroad.manchester.sch.uk.

Absences relating to COVID-19

For children and young people aged 18 and under, coronavirus (COVID-19) is usually a mild illness and most get better in a few days. COVID-19 will begin to be considered alongside other respiratory illnesses. Testing will no longer be in place for most people.

As per normal procedures ahead of the pandemic, if your child is too unwell to go about their daily activities, they should remain off school. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.

Please inform school if your child is unwell and has a high temperature, or receives a positive COVID-19 test result. Call 0161 881 4266 or email attendance@oswaldroad.manchester.sch.uk by 8.30am. If you do choose to test and the result is positive for COVID-19, children are currently expected to stay at home and avoid contact with others for 3 days.



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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.

Yours Faithfully

Deborah Howard
Headteacher



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