



# Oaklands School

"The best for all, the best from all"

Montgomery Way, Winsford,  
Cheshire CW7 1NU  
Telephone: 01606 551048

*Head Teacher: Neil Oxley*

27<sup>th</sup> September 2022

Dear Parents and Carers,

As a school we want all our children to achieve and we are constantly looking at ways of improving our systems for that to happen. One of the systems we have been reviewing is attendance.

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

Please see the table below which provides an indication of the impact of absence:

100% Attendance	0 Days Missed 0 days of learning missed
95% Attendance	9 days Absence 1 week and 4 days of learning missed
90% Attendance	19 Days Absence 3 Weeks and 4 days of learning missed
85% Attendance	28 Days Absence 5 weeks and 3 days of learning missed
80% Attendance	38 Days Absence 7 weeks and 3 days of learning missed
75% Attendance	46 Days Absence 9 weeks and 1 day of learning missed

Whilst we understand that children can become unwell or need to attend emergency medical appointments, the expectation is that they maintain an attendance of at least 96% throughout the academic year. Please support us by making doctor, dentist and medical appointments outside of school hours when possible.

We have attendance processes which will start with sending you a stage 1 letter - this is automatically triggered if your child's attendance drops below 96% and there are no exceptional circumstances which school are aware of.

We will then continue to monitor your child's attendance over the next few weeks and expect to see improvement. If improvement is not seen, then the process continues through further stages, which will be explained to you so that there are no surprises.



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The attendance policy can be viewed on the following link: [Attendance policy](#) or via the school website. You can also discuss your child's attendance with their form tutor and attendance will also be discussed and shared with you during parents' evenings.

## Authorised/Unauthorised Leave during Term Time

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside full to be arranged outside term time.

*Please see the attached document **Authorised/Unauthorised Leave during Term Time** which has full details.*

## Absence procedures and safeguarding

If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message or email [office@oaklandsschool.org](mailto:office@oaklandsschool.org) before 9 am. We must have a reason for every time a child is absent from school.

If we have not been able to make contact with you we may make a home visit, inform our EWO or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

Thank you for your continued support.

Neil Oxley

Head Teacher