



Attendance Procedures

Please can you ensure that if your child is absent from school that you notify the school before 8am. It is a requirement that parents notify the school when their child is absent and to state the reason for that absence with an indication on the first day as to whether it is likely to be a longer term absence. Where school do not receive information from parents regarding absence within 48 hours, the absence will be recorded as unauthorised and may result in a Fixed Penalty Notice.

Please note, if your child is unwell due to sickness/diarrhoea or both, they will be unable to return to school until 48 hours after the last episode. Please do not send your child to school until this time has elapsed.

If it is a planned absence e.g. for a medical or other off site appointment, please let us know in advance to ensure that no child is delayed in being signed out of school. Students leaving must sign out at the attendance window. An adult must contact the school in advance of collection with a reason for absence. Without this, students will not be permitted to leave the school site.

If your child is absent from school, please contact us **before 8.00am on the first day of absence**. You can leave a message using one of the following methods:

- Class Charts – send a message via Class Charts
- Email – attendance@oaklandscatholicschool.org
- Telephone – leave a voicemail on 02392 248053 (attendance direct dial line). Please indicate if you would like a call back
- Text – 07943 104536

All these methods of communication are available to you 24/7, so please get in touch as soon as you know your child is going to be absent from school. Please remember to tell us your child's full name, Year and Tutor Group, and exactly why they are absent from school. If it is due to illness, please let us know what symptoms.

Students should always come to the attendance window to sign in if they are arriving after 9.00am in the morning. Any students returning during the day from an appointment should also ensure they sign back in at the attendance window, even if it is during break or lunch time.

Holiday requests and requests for exceptional absence are to be emailed to attendance@oaklandscatholicschool.org. Please note that holidays will not approved unless there are exceptional circumstances, in accordance with our Registration and Attendance Policy. Leave of Absence requests will not be considered after the event and absences will be recorded as unauthorised and could result in a Fixed Penalty Notice.