



Date

Dear Parent/Carer,

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

We are delighted to welcome all of our students back to the Academy following the Summer break. We would like to take this opportunity to remind our students and parents of our expectations around attendance.

The national target for school attendance is **97%** or no more than 5 days of absence throughout the academic year. Regular attendance means students have a much better chance of making good academic progress and achieving their potential.

We are committed to promoting positive wellbeing & academic success, so where a student is not attending the academy regularly (for any reason) and therefore they are missing vital learning, we will work closely with parents and carers to support them to return as soon as possible. Our attendance support process starts with a telephone call. We may also send letters and invite you to meet with us. Regular communication with parents and carers is vital so we can continue to support our students.

**What we ask of parents;**

- Ensure your child attends the Academy on time, every day, in full uniform & equipped to learn
- Inform the Academy of any reason that will prevent their child from attending.
- Ensure contact is made with the Academy by 8.30am on each day their child is unable to attend.
- Where possible, arrange medical appointments outside of term time or the Academy Day. Inform the Academy of any forthcoming appointments and provide supporting letters or appointment cards.
- Provide at least two up to date contact telephone numbers to ensure the Academy staff are able to contact you when required.
- Avoid arranging holidays during term time. Holidays will not be authorised. Only leave of absence in exceptional circumstances can be authorised, at the discretion of the Principal.

We would like to thank our families for working with us to help all our students fulfil their potential.

If you have any concerns regarding your child's attendance that you would like to discuss with us please do not hesitate to contact the Academy by telephone on 01142200400 or by email at [info@oasisdonvalley.org](mailto:info@oasisdonvalley.org).

Yours sincerely

Attendance Team, Oasis Academy Don Valley