

Our Ref: P&A Secondary

8th March 2021

Dear Parent

Punctuality and Attendance –Secondary

I hope to find you well. At Oasis Academy Hadley we know that good punctuality and attendance is essential for all students to reach their full potential. It is important for us to work together to ensure your child attends the academy every day and on time.

Students who attend every day learn well and make good progress.

During this current climate we have staggered our start times for students.

- The Academy day for student in **Years 7, 8, 9 and 11** begins at **8:40am** and we advise students to arrive by 8:30am.
- For students in **Year 10** the Academy day begins at **9:40am** and we advise that they aim to arrive no later than 9:30am.
- For students in **Year 12 and 13** the Academy day begins at **08:50am** and we advise students to arrive by 08:40am.

Any students who arrive after their start time will be marked as late. The Academy will inform our Education Welfare Officer if there are unexplained or unauthorised absences or regular lateness to the Academy.

Authorised Absence

If your son/daughter is not coming into the Academy you must let us know as soon as possible by calling the Attendance Officer on 0208 804 6946 or by emailing: attendance@oasishadley.org.

The following absences can be authorised if we are informed quickly and we have a letter or note where possible:

- Illness
- Immediate family bereavements or funerals
- Hospital appointments, but aim to make these outside the Academy day
- Religious events

Unauthorised Absence

We will not authorise absence for the following:

- Family business
- Holidays
- Late night, oversleeping, tiredness

COVID 19

Do not send your child into school if they are experiencing the following symptoms:

- A new or continuous cough
- A high temperature (anything at or above 37.8 degrees)
- A loss of sense of smell or taste.

You must book a test with NHS Test and Trace as soon as possible. You can book a COVID-19 test online with the NHS <https://www.gov.uk/get-coronavirus-test> or by calling 119. Once your child has been tested please share the result of the test (either positive or negative) with the Attendance Officer on 0208 804 6946 or by emailing: attendance@oasishadley.org

If you decide to take your child from the Academy without authorisation, you risk receiving a penalty notice. If a parent is issued with a penalty notice, they risk receiving a fine from Enfield Council of £120 if paid within 28 days.

Penalties for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted at Enfield's Magistrates Court for their child's non-attendance at the Academy for the period in the notice.

I would like to take this opportunity to thank you in advance for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Oasis Academy Hadley to ensure your son/daughter's academic success.

Yours sincerely,



Mr S Mehmood
Assistant Principal - Behaviour and Attendance