

Important Safeguarding and Attendance Information for all Parents & Carers

English - This letter contains important information regarding your child's attendance in school. If you are unable to read or understand it, it is within your interests to seek help and translation, as failure to act upon this information could lead to prosecution.

Romanian - Această scrisoare conține informații importante cu privire la prezența copilului dumneavoastră la școală. Dacă nu puteți să o citiți sau să o înțelegeți, este în interesul dumneavoastră să solicitați ajutor și traducere, deoarece neacordarea acestor informații ar putea duce la urmărirea penală

Urdu - اس خط میں آپ کے بچے کی اسکول میں حاضری سے متعلق اہم معلومات ہیں۔ اگر آپ اسے پڑھنے یا سمجھنے سے قاصر ہیں تو، مدد اور ترجمے تلاش کرنا آپ کے مفادات میں ہے، کیونکہ اس معلومات پر عمل نہ کرنے میں ناکامی سے استغاثہ کا سبب بن سکتا ہے۔

Punjabi - Isa patara vica tuhādē bacē dī sakūla vica hāzarī sabadhī mahatavapūraṇa jāṇakārī hai. Jē tusīṁ isa nū paṛhana jāṛn samajhaṇa vica asamaratha hō, tāṁ sahā'itā atē anuvāda dī maga karanā tuhādē hita vica hai, ki'uṅki isa jāṇakārī'tē amala karana vica asaphala rahiṇa nāla mukadamā calā'i'ā jā sakadā hai

Safeguarding At Oasis Academy Clarksfield, we strive to safeguard and promote the welfare of all our children. We are committed to working in partnership with parents/carers to safeguard and promote the welfare of children. When concerned about the welfare of a child, we will always act in the interests of the child, and we have a responsibility to act. We have a legal duty to assist our colleagues in other agencies with child protection enquiries.

At Oasis Academy Clarksfield we are working hard to improve the attendance of all our children. It affects children's learning if they do not attend school daily, or they are late for school. We encourage you to make sure your child attends school on time and every day. Thank you to the families that are doing this already.

Attendance If your child is unwell, we need you to contact school on the day before 9am. You can do this by telephoning the school on 0161 213 1235 and leave a message or via school email (clarksfield.admin@oasisclarksfield.org) or in person at the office. If we do not hear from you, we will contact you by telephone or by visiting your home.

If your child is absent and school are unable to contact parents/carers, then a home visit will be arranged. The academy has a duty of care to ensure the safeguarding of every pupil. The attendance officer will also carry out welfare calls either by phone or home visit to see how the pupil is, if they have been absent a number of days. This is usually carried out on day 3 of absence. Attendance is closely monitored and only the Principal/Attendance officer can authorise absences. If you or your child are having any problems that could affect coming to school on time and every day, please speak to Mrs Cassin – attendance officer.

We need to tell you that any parent/carer whose child has poor attendance may be asked to provide medical evidence to authorise the absence. Unauthorised absences may result in a Penalty Notice from Oldham Local Authority (£60 per parent, per school aged child) or consider prosecution in the Magistrates Court. Other actions could also be taken, including a referral to Social Care.

Medical appointments: Please try and arrange medical appointments outside of school hours for your child. If your child has a medical appointment, they must come to school first to get their mark in the register and then they must be collected by yourself. Please bring in proof of the appointment, for example, appointment card or letter. After an appointment you must bring your

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Deputy Principal – Miss R Morrish

Grasmere Road, Oldham, OL4 1NG

Tel: 0161 213 1235 <https://www.oasisacademyclarksfield.org/>



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child back to school. If a child does not return, the absence will be recorded as 'unauthorised'. Please be aware that the Local Authority monitor all unauthorised absences and where appropriate will issue penalty notices or consider prosecution in Court.

Extended leave/holidays in term time *Extended leave/holidays in term time are not authorised. Parents who take their children out of school or are planning to do so are warned that if they remove their child from the school during term time, the absences will be recorded as unauthorised. Parents are at risk of a penalty notice from Oldham Council for the unauthorised absences. A penalty notice will be issued to each parent for each child. **Oldham Council Penalty Notice is a fine of £60 per parent, per school aged child. The penalty notice will double if not paid within 28 days. Non-payment of penalties may result in prosecution in court.***

If parents decide to take extended leave during term time, parents/carers must complete a leave of absence form from the office. Please also show office staff your child's travel tickets – departure dates and date of return back into the UK. Thank you.

A penalty notice is applied for unauthorised absence equalling 10 sessions (5 school days) or more. Failure to pay a penalty notice will result in legal proceedings being taken.

Other statutory action may also be considered under the Education Act 1996, which may result in prosecution in the Magistrates Court. If found guilty the parent will receive a criminal record and may receive a fine of up to £2500 and / or 3 months' imprisonment.

Your child/children are at risk of being removed off the register at school if they are absent for 20 school days due to unauthorised extended leave.

Late arrivals It is important that your child is in the playground at 8.40am (years 1 -6) 8.50am (reception/nursery). The playground gates are locked promptly at 9am. If your child arrives after 9am, you must report to the main office and sign your child in using the electronic signing in system called Inventory. You will also be asked to explain why your child/children have arrived late.

If your child arrives late on a regular basis, you may be invited into school to discuss your child's punctuality. Oldham Council attendance team will monitor your child's punctuality and late arrivals, this may result in a penalty notice (£60 per parent, per school aged child) from the council and/or prosecution in court.

Collection of children at home time

Only adults over 18 years old can collect children at home time. Only adults on pupil's emergency contact on the computer can collect pupils. Please ensure the office have the correct contact details for the adults on the contact list. To help us keep your child safe, please phone the office (0161 213 1235) if someone other than yourself or the usual person is going to collect your child at the end of the day.

Late collection of children We ask all parents to ensure their child is collected on time at the end of the school day. Children can get upset if they are not collected on time. If your child is not collected by 3.25pm we will try and make contact. Children will be supervised in the main office, while waiting for parents to arrive. If we cannot make contact, we will telephone other authorised adults that you have given us details for. If we cannot make contact within 1 hour, we will contact Social Care and/or the Police.

Please ensure school always have up to date emergency contact numbers and addresses.

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