

Pound Road, Oldbury, West Midlands, B68 8NE  
Telephone: 0121 533 3750 Fax: 0121 533 3799

Our Ref: NL

Dear Parent/Carer

**Attendance – Autumn Term 2023**

I hope you had a wonderful summer break, and are ready for the start of the Autumn term.

**Your child is expected to return on 6<sup>th</sup> September 2023 at 10.15am.**

I would like to remind all of our students and parents of our attendance expectations, so we can ensure that all students have a positive start to the year.

As stated in our attendance policy, authorised absences will only be given where there is a genuine reason including illness, religious observance, immediate emergencies or other specific reasons.

Unauthorised absences are those which the academy feel are not legitimate, and where the parent/carers are keeping students off school unjustifiably.

We would like to remind you of our following guidelines:

- We strongly encourage that wherever possible, medical appointments are made out of academy hours
- We need to be given at least 48 hours notice of appointments, and to be provided with evidence (students should be at their appointment for minimum time. We do not expect students to be absent for the day).
- Holidays/Leave of absence will only be granted in exceptional circumstances
- All absences will be rigorously followed up by school staff.
- Students who do not attend, will be subject to home visits, safe and well checks, and parents could face legal proceedings.

If your child has a particularly poor attendance, they will be classed as a persistent absentee (below 90% attendance). This means your child is missing 19 or more days during the academic year. This is roughly equivalent to your child missing 1 day or more every 2 weeks, or approximately 6 days each term.

It is helpful for you to think about your child's attendance in terms of days and make sure they are not missing too many days.

Once a child has reached 38 sessions (1 session is half a day, so 38 sessions is 19 days), they will be classified as persistently absent from school, and we will report them to the Local Authority, following through with legal intervention.

These measures are in place to ensure our students commit to their learning, encourage positive futures and be prepared for the expectations outside of Oldbury Academy.

Please do contact us if you require any further information.

Kind regards

Mrs N Lewis  
Education Welfare Officer  
[nichola.lewis@oldburyacademy.org.uk](mailto:nichola.lewis@oldburyacademy.org.uk)  
0121 533 3750 (ext. 5006)