

22nd March 2022

Dear Parent/Carer,

RE: ATTENDANCE - SPRING TERM 2022

As stated in our Attendance Policy, authorised absences will only be given where there is a genuine reason including illness, religious observance, traveller students travelling for occupational purposes, immediate emergencies or other specific reasons.

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

As part of our planning for students, we would like to remind you of the following attendance guidelines.

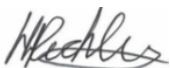
- All students will be expected to attend each day, on time and be prepared for their lessons with appropriate equipment and uniform.
- We strongly encourage that where-ever possible any medical appointment is, out of academy hours. Parent/carers are required to contact the academy to provide advance notice where this is not possible (a minimum of 2 days prior to the visit) and the student should be out of the academy day for the minimum amount of time. We do not expect students to be absent all day for a medical appointment.
- No holidays will be authorised.
- All absences will be rigorously followed up by school staff.
- Students who do not attend, will be subject to a home visit, safe and well checks and parents could face legal proceedings.

These measures are being put in place to encourage our students to commit to their learning and to inspire them. We want all our students to be enjoy learning new skills, be engaged in their learning, take part in activities, achieve their potential and be an important member of our school community.

Looking to their future, we want students to achieve the best possible results in their GCSE examinations, so they can look forward to positive futures. Whether they are wanting to access further education or employment, we want them to be prepared for the expectations and challenges of life after Oak Academy.

Thank you for your continued support in your child's learning journey. Please do contact us if you require any further information.

Yours sincerely



Mrs. H. Richley
Interim Principal
Oak Academy

Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT
Paul Holman, BSc (Hons), Director of Outcomes
Richard Burgas, BA(Hons), Principal

www.oak-academy.co.uk

E office@oak-academy.co.uk T 01202 774600
Duck Lane, Bournemouth. Dorset. BH11 9JJ