

2nd September 2022

Dear Parent/Carer,

RE: ATTENDANCE YEAR 11 - AUTUMN TERM 2022

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

I would like to remind our Year 11 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, 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 planned revision program and to prepare Year 11 students for Further Education and the expectations of the workplace, we would like to remind you of the following attendance guidelines.

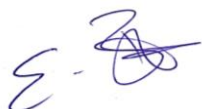
- All Year 11 students will be expected to attend each day, on time and prepared for their revision and examinations.
- We strongly encourage that where-ever possible any medical appointment is, out of academy hours. Parent/carers are required to contact the academy to provide advance notice where this 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 Year 11 students to commit to their learning, revision and preparation for examinations, during this, their final year at Oak Academy.

We want all our Year 11 students to achieve the best possible results in their GCSE examinations, so they can look forward to positive futures, access further education or employment, and be prepared for the expectations and challenges of life after Oak Academy.

Please do contact us if you require any further information.

Yours sincerely,



Mrs. E. Biles
Vice Principal

Oak Academy

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