

24th September 2025

Dear Parents and Carers,

As a school we want all our children to achieve and we are constantly looking at ways of improving our systems for that to happen. One of the systems we have been reviewing is attendance.

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

Please see the table below which provides an indication of the impact of absence:

100%	• Outstanding achievement is recognised once a term through a system of rewards.
96%	• is recognised as good attendance and rewarded.
Less than 96%	• requires improvement and the school will seek to provide support.
Less than 94%	• attendance will be monitored more closely and initiate a meeting to discuss barriers and implement an action plan.
Less than 92%	• is seen as a more serious cause for concern and will initiate a further meeting.
Less than 90%	• intensive work will be implemented by school and consideration may be given towards legal interventions where applicable.

Whilst we understand that children can become unwell or need to attend emergency medical appointments, the expectation is that they maintain an attendance of at least

96% throughout the academic year. **Please support your child by making doctor, dentist and medical appointments outside of school hours when possible.**

We have an attendance process which will start with sending you a stage 1 letter - this is automatically triggered if your child's attendance drops below 96% and there are no exceptional circumstances which school are aware of. This is looked at and reviewed after every half term.

Should you receive a letter, we will then continue to monitor your child's attendance over the next few weeks and expect to see improvement. If improvement is not seen, then the process continues through further stages, which will be explained to you so that there are no surprises.

The attendance policy can be viewed via the school website. You can also discuss your child's attendance with their form tutor and attendance will also be discussed and shared with you during parents' evenings.

Holidays During School Term time:

Holidays are not authorised by school unless it can be demonstrated that an absence during term time is as a result of exceptional circumstances and only if requested in advance by the parent the child normally lives with. Exceptional circumstances are extremely rare. The expectation is that family holidays will take place in the 13 weeks of school holiday time within an academic year. The key changes are:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another tool will have to be considered.
- The case could be presented straight to the Magistrates court to consider prosecution, but may include other tools such as one of the other attendance legal interventions.

Please note that the following **will not be** considered exceptional circumstances. Therefore, if a holiday is taken with these reasons, then a fine will be issued:

- A child's special educational needs require a holiday during term time because it is quieter with less people around
- A child's attendance is above the school target of 96%
- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments

- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

The Governing Body is responsible for ensuring any attendance issues are dealt with in line with school policy.

Absence procedures and safeguarding:

If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message or email office@oaklandsschool.org before 9.15 am. Please state your name and relationship to the child, the child's name, their form and the reason for absence. We must have a reason for each day a child is absent from school.

If we have not been able to make contact with you, we may make a home visit, or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

We understand that every family's situation is unique, and we are here to support you. If you have any questions or need assistance, please do not hesitate to contact us. Thank you for your cooperation and continued support in providing the best education for your child.

Please see the link below for further information from Cheshire West and Chester on unauthorised holidays: [School Attendance-Cheshire West and Chester Council](#)

Support Services:

Our school offers support to assist students and families in addressing barriers to regular attendance. If you feel support is required, please do not hesitate to speak to Ms M Bairstow, Attendance Welfare Officer, at the school office.

Thank you for your continued support.



Neil Oxley

Head Teacher