



Attendance Procedures

Please can you ensure that if your child is absent from school that you notify the school before 8.30am or as soon after that time as you can. It is a requirement that parents notify the school when their child is absent and to state the reason for that absence with an indication on the first day as to whether it is likely to be a longer term absence.

Please note, if your child is unwell due to sickness/diarrhoea or both, they will be unable to return to school until 48 hours after the last episode. Please do not send your child to school until this time has elapsed.

If it is a planned absence e.g. for a medical or other off site appointment, please let us know in advance to ensure that no child is delayed in being signed out of school. Students leaving must sign out at the attendance window. An adult must contact the school in advance of collection with a reason for absence. Without this, students will not be permitted to leave the school site.

Parents can communicate via one of four ways:

- By email on absence@oaklandscatholicschool.org (leaving a contact number on the email for verification purposes)
- By phone directly through the Absence number on 02392 248053
- By phone using the main school number on 023 92 259214 and selecting option 1.
- By letter, addressed to Mrs Richardson, Attendance Officer, which your child should hand in to her at the attendance window.

Students should always come to the attendance window to sign in if they are arriving after 9.00am in the morning. (Please do not go straight to registration or assembly). Any students returning during the day from an appointment should also ensure they sign back in at the attendance window, even if it is during break or lunch time.

Holiday requests and requests for exceptional absence e.g. participation in music exam must be made on the correct Leave of Absence form (see school website). Please note that holidays will not approved unless there are exceptional circumstances, in accordance with our Registration and Attendance Policy.