

Dear Parent/Carer(s),

It has been lovely to welcome everyone back into the academy this week. I hope everyone had a restful Christmas and New Year.

I would like to take this opportunity to introduce myself. My name is Amey Lewis I have worked in the academy for 5 years and many of you will know me from the office. I am very excited to announce I am taking over the role of Attendance and Admissions Officer.

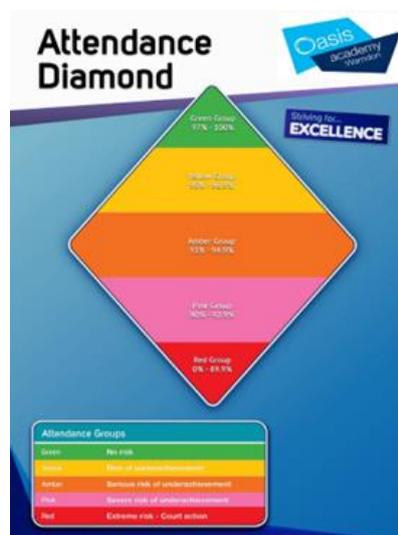
### Attendance reminders

At Oasis Academy Warndon, we encourage pupils to strive for excellence. For a pupil to achieve their full academic potential, a high level of attendance is essential. Pupils should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year). However, I do appreciate that sometimes children do become unwell. If this is ever the case, please do follow the absence procedures of calling the absence line.

If your child is slightly unwell but can come into the academy there are first aiders in the academy who are able to administer medication if needed. If your child worsens, a member of staff will call home.

Medical appointments should be made out of school hours if possible. If this is not possible proof of appointment will be needed.

Term time leave is not authorised unless there are extenuating circumstances. Any holiday requests will need to be applied for using the 'leave of absence form' which can be collected from the school office.



I am really looking forward to working with you to support your child in attending every day and achieving their full academic potential. Watch this space for upcoming exciting events!

Yours thankfully,

Amey Lewis

Attendance and Admissions Officer

**Principal – Mrs Suzanne Owen**

Edgeworth Close, Worcester, WR4 9PE

Tel: 01905 453530 . [www.oasisacademywarndon.org](http://www.oasisacademywarndon.org)