



Academy Key Contacts & Attendance information

Dear Parent/Carer,

As we begin the new year, we would like to share with you, some of our key contact details to help make communicating with the academy more efficient and effective.

Website: www.OasisAcademyLeesbrook.org

On our website, information such as term dates, the academy day, uniform expectations and curriculum information can be found here.

Facebook: www.facebook.com/OasisAcademyLeesbrook/

We regularly post on Facebook providing updates on upcoming / past events and news/information that parents/carers need to be aware of.

Email: General enquiries: info@oasisleesbrook.org
Absence/Attendance: attendance@oasisleesbrook.org
Recruitment: recruitment@oasisleesbrook.org
SEND enquires: SEND@oasisleesbrook.org

Tel: 0161 290 4000: [Opt 1 for the attendance team, Opt 2 for the general office](#)

Address: Oasis Academy Leesbrook, Roxbury Avenue, Oldham OL4 5JE

Safeguarding: If you would like to contact our **Designated Safeguarding Lead**, please address correspondence to Gavin Dixon either via the above Academy address or by the below telephone number and / or email.

Tel: 0161 290 4000
Email: gavin.dixon@oasisleesbrook.org

SEND: If you would like to contact the **SEND Team**, please address correspondence to Simara Firdos either via the above Academy address or by the below telephone and / or email.

Tel: 0161 290 4000
Email: SEND@oasisleesbrook.org



Attendance (Appointments & Absences)

If your child requires time off to attend an appointment or due to illness, you must contact the academy so that we can note down this absence.

For **planned** appointments, we ask that you inform the academy 2 working days prior to your child being collected. Proof of appointment is a requirement for appointments to be authorised. Proof can be in the form of a letter, text message or appointment card.

For **emergency** appointments, we ask that you inform the academy as soon as you are made aware of the appointment. We understand that these appointments are sometimes made over the phone so if you do not have proof upon time of collection, we ask that it is brought in when your child returns to the academy.

For **illnesses** we ask that you contact the academy via email, attendance@oasisleesbrook.org, telephone, 0161 290 4000 Opt 2 or on the MCAS app. Illness is authorised however, if there is a high volume of illness related absence, the absence may not be authorised without a medical letter.