



**Ogbourne CE Primary School**  
Attendance  
Policy

Date of approval	May 2023
Approved by	Ogbourne Academy Committee
Review date	May 2024



**Status:** Not statutory

**Aim:** Our School Attendance Policy provides a framework for ensuring that our children attend school regularly and punctually. It is written for the benefit of all members of our school community, to allow each and every one of us to know our responsibilities and how to apply them consistently and fairly.

At Ogbourne CE Primary School, we believe that pupils can only take full advantage of their education if they attend school regularly and punctually. We, therefore, aim to maximise attendance rates, following the procedures laid down in this policy.

**Policy Statement:** The school will uphold all the current rules and regulations as set down by Parliament regarding attendance. It will also work with and alongside Wiltshire Council to ensure attendance rates at Ogbourne CE Primary School are exemplary.

Wiltshire Council's procedures state that Penalty Notices are issued for absence taken during term time where:

- a pupil's overall attendance is less than 90% and the leave of absence has not been authorised by the school (or an absence has not been requested in advance)
- and the pupil has had a minimum of 10 sessions (5 school days) lost to unauthorised absence within six months in the academic year
- and additional unauthorised absence during the previous twelve months (up to and including the day the Education Welfare Service is notified).

## Roles and Responsibilities

### Parents

Parents have a legal responsibility to ensure that children of a compulsory school age attend school regularly and punctually. Parents do not have a legal right to take children out of school or take their child on holiday during term time (unless there are exceptional circumstances).

Parents are requested to:

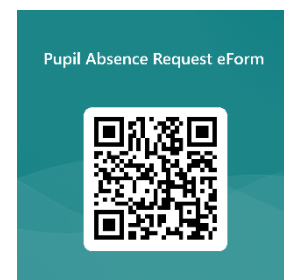
- Phone the school before 08.50 if their child is absent due to illness.

Parents must:

- Inform the school if they wish their child to be absent from school to attend a medical appointment, music exam etc. during a part of a school session.
- Make a request for a leave of absence for another reason, well in advance\* by completing a Student Absence Request eForm.

<https://forms.office.com/e/DMSLCmgR8Y>

- Please note a leave of absence can only be authorised in exceptional circumstances. It is for the Head of School to determine whether any absence can take place; furthermore, it is for the Head of School to determine the length of time for the absence. Therefore, requests need to be made before parents make arrangements.





\*Note: well in advance at Ogbourne means at least 14 days before a planned absence.

The Head of School will:

- Comply with regulations regarding absences.
- Produce a policy for agreement with the Academy Committee which is consistently applied and clearly communicated to parents.
- Respond to requests for absence. By law, Head of Schools may not grant any leave of absence during term time unless there are exceptional circumstances.
- Liaise with the Education Welfare Officer (EWO) / Excalibur and seek advice and support for any concerns regarding attendance and issues of punctuality.
- Follow Wiltshire's Leave of Absence Procedures  
<https://www.wiltshire.gov.uk/article/2144/Attendance-and-behaviour>
- Respond promptly to any issue which may lead to non-attendance, irregular attendance or arriving late.
- Regularly check absence rates and follow up any concerns. This could include following up excessive numbers of authorised absences such as illness with school nurse.
- Monitor attendance and report on attendance to the Academy Committee.

### **Authorised absence**

This means that the absence has been approved by the Head of School or the pupil is too ill attend.

### **Unauthorised absence**

- A parent has made a request to a school for an absence in term time and this has not been agreed by the school
- A parent has not applied for an absence in advance (the regulations do not allow retrospective approval)
- Absence that cannot be appropriately verified by the parents (if a request for this is made by the Head of School).
- The parents keep their child away from school for longer than was agreed - the extra time is recorded as unauthorised

It is the Head of School's decision to register an absence as authorised or unauthorised.

### **Teaching Staff**

Class teachers will:

- Complete the class registers on BROMCOM in accordance with the regulations.

### **The School Office**

The School Admin Officer will:

- Phone parents by 9.30am if there is no communication from parents about their child's absence - to ensure that the child is safe and that the absence is recorded appropriately.
- Submit attendance figures to the authorities as required.



### **Governors**

The Academy Committee will:

- Challenge and support the Head of School on attendance issues.
- Keep attendance under review through documents such as the Head of School's report to the Academy Committee and reports generated through Bromcom.

### **Who/what was consulted**

The Education Act 1996 – sections 434 and 458

The Education (Pupil Registration) Regulations 1996

The Education (Pupil Registration) Amendment 2013

Wiltshire Council