



**Oare CofE Primary School**  
Attendance  
Policy

Date of approval	March 2018
Approved by	Oare LGB
Review date	March 2021



### **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 Oare CofE 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 Oare CofE 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 exceptions).

Parents are requested to:

- Phone the school before 09.00 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 well in advance\* using the forms (available from the office or the school website). Please note a leave of absence can only be authorised in exceptional circumstances. It is for the Principal to determine whether any absence can take place; furthermore, it is for the Principal to determine the length of time for the absence. Therefore, requests need to be made before parents make arrangements.

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



## Principal

The Principal will:

- Comply with regulations regarding absences.
- Produce a policy for agreement with the LGB which is consistently applied and clearly communicated to parents.
- Respond to requests for absence. By law, Principals may not grant any leave of absence during term time unless there are exceptional circumstances.
- Liaise with the Education Welfare Officer (EWO) / Excalibur Academies Trust to seek advice and support for any concerns regarding attendance and issues of punctuality.
- Follow Wiltshire's Leave of Absence Processes (see Appendix 1)
- 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 through assessment tools such as ASP and report on attendance to the governors.

## Authorised absence

This means that the absence has been approved by the Principal 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 Principal).
- The parents keep their child away from school for longer than was agreed - the extra time is recorded as unauthorised It is the Principal's decision to register an absence as authorised or unauthorised.

## Teaching Staff

Class teachers will:

- Complete the class registers 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 Local Governing Body will:

- Challenge and support the Principal on attendance issues.
- Keep attendance under review through documents such as the Principal's report to Governors and ASP.

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