



Otterton & Drake's C of E Primary Schools

School Absence



School is open to pupils for 190 days per academic year

Unavoidable Absence

Avoidable Absence

% days missed

100% – 0 days

95% – 10 days

90% – 20 days

85% – 30 days

80% – 40 days

Will be recorded as:
 C - Other authorised absence
 E - Excluded
 I - Illness
 M - Medical/Dental Appointment (where possible these appointments should be made for outside of school hours)
 R - Religious Observation

Are there exceptional circumstances?

Yes

No

Recorded as:
 C - Other Authorised Absence
 H - Family Holiday (agreed)

Recorded as:
 O - Unauthorised Absence
 G - Family Holiday (NOT agreed)

Authorised Absence

Unauthorised Absence

12 Sessions missed due to illness or medical appointments - Letter advising of concern over missed time

20 Sessions missed - further letter requesting medical evidence of all illnesses and appointments
 Failure to provide evidence will result in unauthorised absence and there may be a referral made to the EWO*

If there are further absences you will be invited to meet with the Executive Academy Head and there may be intervention by the EWO*

10 Sessions of unauthorised absence - referral to the EWO*
 Penalty Notice issued by Devon County Council for unauthorised holidays