



Ormskirk Church of England Primary and Nursery School

Inspire, Aim High, Achieve and Shine

Headteacher: Mr G. Storch, BEd (Hons), PGDip Psych, NPQH

Deputy Headteacher: Mr S. Boyd, BA (Hons), PGCE, MA, NPQH

12th December 2025

Attendance Update

Dear Parents,

I am writing to update you regarding amendments we are making to our school attendance procedures. Over the past few academic years, the Department for Education have raised the profile of school attendance and as a result it is increasingly a national priority which schools need to consider and have at the forefront of their work.

In addition to this, the link between high attendance and high attainment is well documented. For the Spring Term and beyond, this will be a school improvement focus.

As you may already be aware, school have recently purchased [StudyBugs](#) with the aim of creating a more efficient and effective system to support school attendance, and for reporting absence. As of Friday 12th December, 72% of parents have downloaded the app and created an account. I would greatly appreciate it if you could please take the time to download the app and create an account. If you need any support with this, please stop me when you see me around school, and I will help. Alternatively, please see Mrs Malakhova in the Pupil office. It is available to download [here](#).

Unfortunately, if you are a parent of a child in the nursery, StudyBugs cannot be used to report absences and attendance. This is due to how your information is entered on our school systems. Please can nursery parents report absence via Tapestry.

If your child is going to be absent, please can you report absence **each day** using the StudyBugs app. The app reports straight to our registers and does not require manual processing. In addition to this, you will be able to receive regular attendance updates such as how many lates a child has had that week, and percentage attendance at the end of each term.

 Greetby Hill, Ormskirk, L39 2DP

 01695 574027

 www.ormskirk-ce.lancs.sch.uk

 office@ormskirk-ce.lancs.sch.uk



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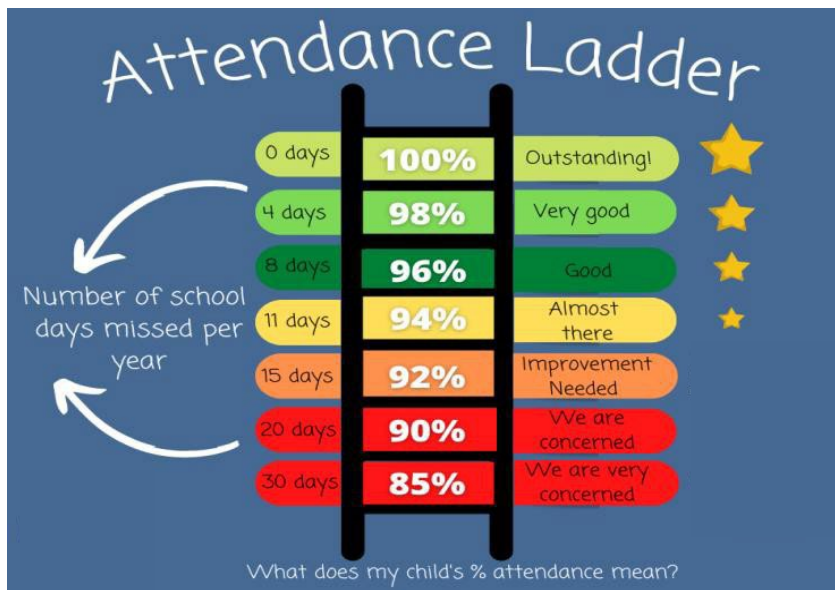
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Attendance Expectations

As a school, we expect all our children to achieve at least a **96%** attendance percentage each year. However, we know that there can sometimes be exceptional reasons why children cannot attend school, such as illness.



This visual is useful in supporting the whole school community in understanding attendance expectations.

At the end of this term, we will share with you your child's current attendance for this term. We appreciate that it is only the end of the Autumn term, and there is a lot of the school year to go. However, we feel it would be helpful for parents to have an idea of your child's current attendance is and how we can work collaboratively to support you in ensuring you get as close to 96% attendance as possible.

From January, Attendance below 96% (amber) may result in you being required to attend school to discuss how we can support your child to increase their attendance rate. Attendance below 90% (red) will result in a meeting with school's attendance team to prevent your child from becoming a persistent absentee if attendance drops below 90%.

Who can support me in improving my child's attendance?

We understand that sometimes children may have medical conditions, mental health needs or family circumstances that can be a barrier to good school attendance. All staff are happy to speak with you regarding concerns that may impact on attendance, and we encourage you to do so without delay. I am around most mornings at the Hub and on the infant playground gate on Friday afternoon. Class teachers and phase leaders are available at the end of the school day. We are determined that we can, in most cases, provide solutions to ensure that children can be present at school and not miss out on the benefits that this brings.



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It is best to contact class teachers in the first instance, who can provide support with friendship difficulties, worries about class work, homework etc.

However, you may also want to speak to:

Phase Leaders				
Mrs R McBride Nursery	Miss S Cocks Reception	Mrs R Wadsworth Year 1 & Year 2	Mrs H Sheppey Year 3 & Year 4	Mrs J Hardman Year 5 & Year 6

Pastoral Teacher
Mrs E Bull

SENDCo
Mrs H Sheppey

Acting Headteacher (January 2026)
Mr S Boyd

Named School Governor for Attendance
Mr A Maley

Leave of absence during term time

As a school, we cannot authorise time off for family holidays during term time.

Parents must apply for leave of absence during term time in all instances. To request a leave of absence please message via [StudyBugs](#) or email office@ormskirk-ce.lancs.sch.uk

Our default position is that leave of absence during term time will not be authorised unless exceptional circumstances. By definition, it is expected that there will be very few authorised leave of absences. If parents decide to take the holiday anyway, the absence will be unauthorised, and the parents may receive a Penalty Notice Fine. Penalty Notice Fines can be issued to each parent for every child concerned.

Fixed Penalty Notices

After a bit of a false start regarding fines last academic year, from 1st January 2026 penalty notices may be issued for the following reasons:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).



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If issued, they will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days. Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.

The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.

Final message

I appreciate there is a lot of information to digest in this letter. However, I hope by communicating with you school's approach to attendance moving forward it will allow us to work collaboratively to ensure that your children's attendance is as close to 96% as possible.

Yours sincerely,

Simon Boyd

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