

## ATTENDANCE – PARENT/CARER’S RESPONSIBILITIES

### WHAT TO DO IF YOUR CHILD/WARD IS ABSENT

- Contact the main office on 0151 922 3798 and then dial extension 219 or 205
- Contact the school on the first day of absence and every following day until they return
- When your child/ward returns please send them in with a note explaining the reason for their absence
- If appropriate please provide a medical note or appointment card
- If we do not have a reason for absence your child/ward will receive an unauthorised mark (0)
- There are sanctions in place in school for unexplained and unauthorised absences
- Unauthorised absences can result in action from the Education Welfare Officer including fines and possible Court action
- In the event of an unexplained absence you will be informed automatically by a text/home visit
- This communication is a vital part of our commitment to the safety of your child/ward
- In order for the system to be effective we must have an up-to-date telephone number to contact you during the school day
- Please ensure you notify the school of any changes to your contact details (particularly mobile telephone numbers) as soon as possible
- It is vital that your child/ward is in registration in order to avoid an unnecessary call from the Attendance Officers

### PUNCTUALITY - STUDENT RESPONSIBILITIES

#### **SCHOOL STARTS PROMPTLY AT 8.20AM**

- If you arrive late before 9am please make sure that you make yourself known to the member of staff on duty in reception
- If you arrive after 9am please report to the Attendance Officers

**YOU MUST SIGN IN OR YOU WILL BE MARKED AS ABSENT AND AN AUTOMATED MESSAGE WILL BE SENT TO YOUR PARENT/CARER INFORMING THEM THAT YOU ARE NOT IN SCHOOL**

|  |   |                          |  |                          |                          |
|--|---|--------------------------|--|--------------------------|--------------------------|
| 100%   | 97%   | 96%                      | 92%  | 91%                      | 80%                      |
| 190 school days<br>In each school<br>year  | 185 days of<br>education  | 182 days of<br>education | 174 days of<br>education   | 172 days of<br>education | 152 days of<br>education |
| 0 days absent  | 5 days absent   | 8 days absent            | 16 days absent   | 18 days absent           | 38 days absent           |
| <b>School must be contacted before<br/>8.25am on each day of absence</b>                 | <b>Medical evidence must be<br/>provided</b>  |                          | <b>Home visits and prosecution will<br/>occur</b>  |                          |                          |
| <b>GOOD</b><br>Best chances of success.<br>Gets your child/ward off to a<br>flying start | <b>VERY WORRYING</b><br>Less chance of success.<br>It makes it harder to make<br>progress |                          | <b>SERIOUS CONCERNS</b><br>Prevents your child/ward<br>progressing.<br>Their future could be in jeopardy |                          |                          |