

Parents and Carers guide to the Attendance Policy

Every child has the right to attend school every day. Frequent and unnecessary absences stop children reaching their true potential.

Please make sure that:-

- Your child attends school regularly and on time
- You contact school by 9.15am if your child is too sick to come to school. The contact numbers are 0151 228 4137 (St Cuthbert's) and 0151 260 9697 (St Sebastian's)
- You are able to provide proof of illness if your child is absent. This could be a Doctor's note, medicine bottle with your child's name on it or copy of a prescription
- You keep school informed (in confidence) if there are difficult circumstances at home
- You should keep your contact details up to date in the school office
- You make dental/medical appointments outside school time if possible and show appointment cards - otherwise appointment letters and cards must be shown to school
- You **DO NOT TAKE HOLIDAYS IN TERM TIME**. Parents who take children on holiday in term time will be referred to the Education Welfare Officer, a Penalty Notice will be initiated and you may receive a fine from the Local Authority.
- You help school in our aim to improve attendance
- The Federation Attendance Officer, Mrs Turner, will monitor registers across both sites every day and may visit the homes of those children who are absent without explanation.
- In agreement with the Education Welfare Officer, Penalty Notices will be used if your child has a series of unauthorised absences

It is very important for your child to come to school on time every day.

- Please make sure your child is on the yard at 8.55am ready for school
- If they arrive after 9.00am you should bring them in via the school office where you will be asked to sign them in.
- Each time a child is late a late slip will be issued to be taken home.
- Three lates will result in a meeting with a member of the Senior Leadership Team
- Children may be referred to the Education Welfare Officer for poor punctuality

Please help us to help your child to be the best they can be

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