

## What to do if your child is absent

- Telephone our designated Attendance Team

*If your child is in Year 7, 8, or 9 please call 0151 254 6802*

*if your child is in Year 10 or 11 please call 0151 254 6860*

- Follow the instructions to leave your child's name, year group and reason for absence [please speak clearly and leave your child's full name]
- Contact on the first day of absence and every following day until they return
- When your child returns please send them in with a note explaining the reason for absence
- If appropriate please provide a medical note or appointment card
- If your child has been absent for 5 days or more, medical evidence **MUST** be provided
- If we do not have a reason for absence your child 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
- This communication is a vital part of our commitment to the safety of your child
- 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 school of any changed to your contact details (particularly mobile phone numbers) as soon as possible
- It is vital that your child is in registration or registers via the biometric scanner if late, in order to avoid an unnecessary call from the automated system

*If you have WiFi you can also contact the Attendance office via WhatsApp on 07824 057 594*

*OR download our school app MyEd via [www.myedschoolapp.com](http://www.myedschoolapp.com)*

***Please always remember to leave your child's name, their Year group and reason for absence***