

Attendance Matters

There is a link between good school attendance and high level achievement.

Legal Responsibility

It is a parent or carers legal responsibility to ensure their child attends school on time every day.

Authorised Absence

- Medical and dental appointments
- Bereavements

Unauthorised Absence

- Term-time holidays
- Birthdays, Shopping trips
- Looking after others at home

Punctuality

Arriving late is unsettling for children.
Good punctuality is as important as regular attendance.



If your child is **15 minutes late** every day they will **miss 2 weeks** of learning each year.



West Derby School



Attendance

A guide for parents and carers

EVERY SCHOOL DAY COUNTS



How to help your son's school attendance:

- Your son should attend unless there are justified reasons
- Arrive at school on time
- Make sure your son understands you don't approve of any unauthorised absence.
- Aim to achieve a minimum of 97% attendance (no more than 5 days off per academic year)
- Help the school to put things right - regular attendance is linked to attainment.

Rewarding Regular Attendance

- ✓ Weekly, monthly and termly 100% prize draws
- ✓ Trips and opportunities for 100% attenders
- ✓ Gold, Silver and Bronze certificates



How to register an absence

- Telephone school by 8:45am on 0151 235 1300
- Advise the school of any medical condition
- If absence persists, a doctor's certificate may be requested.

Absence Monitoring Procedure

Day 1 - Keeping Kids Safe text.

Day 2 - Phone call if no reason already received.

Day 3 - Absence Monitoring Letter sent and two week monitoring period commenced.

- If there is no improvement or your son reaches a five day absence, we will write to you again.
- If your son triggers a ten day absence we will write to you and set up an attendance panel meeting.
- Continued poor attendance may well result in a 'fixed penalty notice' and court proceedings.
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Holidays taken during term time WILL NOT be authorised and should not be booked.