

# MOMENTS MATTER, ATTENDANCE COUNTS.



## Term Time Holidays

Any term time holidays will incur a fine. We request holidays are taken outside of term-time.



## Absence?



It is a parent/carer's responsibility to inform school if your child will be absent. Please do this before 8:30am where possible.

Call the school office on 0151 226 9765 or let us know via Arbor.



## Regular Absence from School

If your child is regularly absent from school we will invite you into school for a meeting to see if there's any support we can offer to help improve your child's attendance.



Too many unauthorised absences could result in a fine and a referral to the Education Welfare Officer.



**Doors open:** 8:45am  
After 8:55am: **Late mark**  
After 9:30am: **Unauthorised absence**

## Medical Appointments

If your child has a medical appointment please attempt to make them outside of the school day.

If not possible, we request your child attends before and after the appointment.



## Aiming for 97% and above!

We are aiming for 97% or above attendance; this ensures your child has the best opportunity to reach their full potential.

90% is great in tests, however 90% attendance (or below) is poor and will have a negative impact on your child's learning.



## Attendance Celebrations

Weekly	Half-termly	Yearly
<ul style="list-style-type: none"> <li>Champions' Breakfast</li> <li>Attendance trophies</li> <li>Attendance tokens</li> </ul>	<ul style="list-style-type: none"> <li>Entered into a draw for a Costa trip</li> <li>Attendance certificates</li> <li>Attendance tokens counted—school house with the most tokens receives a prize</li> </ul>	<ul style="list-style-type: none"> <li>Attendance certificates</li> <li>Book prizes</li> <li>Parents invited for Awards Celebration</li> </ul>

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## Fines for unauthorised absences (including term time holidays)

*\*Please remember the below is enforced by the Government and  
applies to children aged 5 and over\**

Unauthorised absence occurs



Support offered and/or Notice to Improve issued

*(This means there needs to be a period of 20 days where the child has no unauthorised absences)*



10 unauthorised sessions (5 days) within 10 school weeks



Penalty Notice issued: £80 per parent, per child *(if paid within 21 days)*

£160 per parent, per child *(to be paid within 28 days)*



Second Penalty Notice (within three years):

£160 per parent, per child to be paid within 28 days *(no lower rate offered)*



Third instance and any other instances following this (within three years):

A Penalty Notice will not be issued, and the case will be presented straight to the  
Magistrates' Court.

This can result in a fine up to £2,500 per parent, per child, and can show on a parent's  
future DBS certificate due to 'failure to safeguard a child's education'.