



MORNING ROUTINES TO SUPPORT ATTENDANCE AND PUNCTUALITY.

Children should be in school each morning by 8.50am, with doors opening at 8.40am to ensure children are punctual. If your child is unwell, please inform the school by telephoning **0151 652 3104**.

STEP 1

A child who arrives in school between 8.40 and 8.50am will be on time. Any child arriving after 8.50am will be classed as late.

STEP 2

If a child and parent arrive after 8.50am, our attendance officer will meet you at the office door and ask for a reason for lateness.

STEP 4

After 9.20am, if your child is not in school and no reason has been given, the attendance officer will call you. If you do not answer, they will have to continue to call until they have spoken to a parent.

STEP 3

After 9.20am, any child absent will be recorded as an 'unauthorised absence', unless parents have informed us by telephone of their child's absence and reason.

STEP 5

If your child's attendance is of concern, then the attendance officer may call you, even if an explanation has been given.

STEP 6

If your child's attendance falls below 90%, then you will be invited in to meet with the attendance officer and a member of the senior leadership team to discuss a support plan.

ATTENDANCE STRATEGY

What will happen when my child's attendance is of concern?

STEP 1

When a child's attendance falls below 94%, a letter will be sent to raise awareness of the importance of regular attendance at school.

STEP 2

When a child's attendance falls below 90%, parents will be invited into school to agree steps to improve their child's attendance.

STEP 4

If parents do not engage with the steps to improve their child's attendance, a warning letter will be sent to inform parents of the school's intention to issue a Fixed Penalty notice

STEP 3

If parents do not engage with the process to improve their child's attendance, the school may choose to issue a Fixed Penalty notice.

STEP 5

If the school receives no response to this letter within one working week, the Fixed Penalty notice will be sent to Wirral Local Authority.

STEP 6

A Fixed Penalty notice is £120 or £60 if paid within 21 days.