

## What you are required to do

- \* Following any unauthorised absence, parents are asked to send a letter to the class teacher on the day your child returns to school.
- \* Respond to enquiries by the school or the Local Authority Education Welfare Services or school officer.

## What we will do

- \* Contact you on the first day of absence to enquire as to the reason for your child's absence by text or phone call
- \* Where there is concern regarding truancy, the school will contact the parents on the first day of absence by telephone.
- \* Refer any concerns to the Local Authority Education Welfare service via the school's appointed officer.

## Holidays

Due to new legislation school cannot authorise any holidays in term time.

If you choose to take a holiday in term time **you must** inform the school in writing.

## What we will do

- \* The school is legally required to report any term time holidays to the Local Authority who will then deal with it under their absence procedure guidelines.

## Our Lady Immaculate Catholic Primary School

### Attendance and Punctuality Guidelines



### Reporting Your Child's Absence

On the first morning of your child's absence please telephone on **0151-260-8957** or email **[admin@oliprimaryschool.co.uk](mailto:admin@oliprimaryschool.co.uk)** school to inform your child's class teacher of this absence.

## What we will do

- \* If communication is not received on the first morning of absence school will contact you for the reason for absence by the schools texting service or by telephone.

## Punctuality

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Punctuality is very important and a late arrival in class not only harms a child's learning but disrupts the whole class.

### What you are required to do

- \* Ensure that your child is in school by 8.55am each morning.
- \* Try to make sure your child is not stressed or rushed coming into school in order to get the best from the school day.
- \* Appointments should be kept to outside the school day where possible - Appointment cards will be required by the school.

### What we will do

- \* Record the lateness in the late book and class register
- \* Contact you should the lateness persist
- \* Offer encouragement and support to improve punctuality
- \* Provide a breakfast club (cost £1.00 daily) to assist maintaining good punctuality
- \* Reward your child for good attendance and punctuality.

## Authorised Absence

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Absence can occur due to medical appointments. These absences can only be authorised by the school on production of a valid appointment card.

## What you are required to do

- \* Inform the class teacher and administration staff in advance of any appointment, this can be done by telephone or email.
- \* On collecting your child produce your appointment card/ letter and complete the signing out book. On returning to school you can sign your child back in.
- \* Following any absence, parents are asked to send a note to the class teacher on the day your child returns to school, giving the reason for their absence.

### What we will do

- \* Record the reason and if appropriate the absence will be marked as authorised in the class register.
- \* Continue to monitor future absences and refer any concerns to the Local Authority Education Welfare Services via the schools appointed officer.

## Unauthorised Absence

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In order for your child to achieve their full potential they need to come to school every day.

Unauthorised absence from school is any absence which has not been authorised by the school.

Due to new legislation school cannot authorise any holidays in term time. In the event of unauthorised absence the school will take action.