



ATTENDANCE POLICY

We've updated our Attendance Policy; you can find out more here, or read the policy on our website



Children who attend school everyday significantly improve their achievement at school, and success in life - being reliable and punctual are important life skills

WHAT SHOULD I DO EVERYDAY?



- Come to school everyday
- Be on time at Ten-to-Nine!

The whistle blows every day at 8:50!



WHEN CAN I BE OFF SCHOOL?

The only time you should be off school is if you are very unwell or have a medical appointment. If the appointment is during school time, you can still get your attendance mark by attending school before or after your appointment! Proof of an appointment will be required.



HOW TO REPORT AN ABSENCE



- Contact the school office before 8:30am each morning of absence by calling 0151 677 9960
- You can also come in to the school office and speak to a member of the team or send an email to hillside-office@coopacademies.co.uk
- If no contact is made this will be recorded as an unauthorised absence
- The attendance team will then attempt to contact parents/carers to establish reasons for absence
- Pupil absence for more than 2 days without reason will result in a home visit from a member of the attendance team
- Following this, if absence continues with no contact for more than 5 days, a welfare check will be requested

PERSISTENT LATENESS



- 1 late in a week = phonecall home from class teacher
- 2 lates in a week = phone call home from the Inclusion Manager
- 3+ lates in a week = phone call home to arrange a meeting with Headteacher

APPROVAL FOR TERM TIME ABSENCE

The headteacher will only grant a leave of absence during term time if they consider there to be "exceptional circumstances". Examples of these circumstances may include:

- Bereavement of family member who shares the family home
- Marriage of a family member who shares the family home
- Religious observants

Examples that may not be exceptional include:

- A family holiday
- Visiting a relative who is unwell
- Any ongoing or reoccurring event which is likely to happen a number of times throughout your child's education



FINES AND SANCTIONS

- Unauthorised absence can lead to a fixed penalty notice issued by the local authority.
- If issued with a fine or penalty notice, each parent/carer must pay **£60** per child within 21 days or **£120** within 28 days.

REWARDS

- Prize draws to take place every half term
- Each term pupils with 100% attendance will receive an attendance badge and certificate
- Every week, each class that has met the attendance target will be rewarded with juice and a biscuits

