

IS YOUR CHILD TOO ILL FOR SCHOOL ?

It can be tricky deciding whether or not to keep your child off school/Nursery when they're unwell.

Please use the QR code below to access further guidance on when you should keep your child at home.



We trust that all parents will support us in our efforts to improve attendance at Northcote Primary.



ATTENDANCE TEAM:

Our attendance team are here to help.

Our aim is to support you to get your child into school every day.

We are here to answer any attendance related queries you may have.

If you are experiencing difficulty getting your child into school, please contact a member of the attendance team to discuss support available.

Attendance Team:

Attendance Lead - Mrs G Langley
Attendance Officer - Mr G Gornell
Pastoral Lead - Mrs L McCulloch

CONTACT INFORMATION:



0151 284 1919



www.northcoteschool.com



Attendance@northcote.liverpool.sch.uk



Cavendish Drive, Liverpool, L9 1HW

NORTHCOTE PRIMARY



Attendance Information for Parents and Carers



DAILY ATTENDANCE PROCEDURES

If your child is unwell and will not be attending school, please call the school office (0151 284 1919) – voicemail facility available.
Alternatively, you can email Mr Gornell directly- attendance@northcote.liverpool.sch.uk.

Please notify the school of absence by 8.30 a.m. or as soon as possible.



If school has not been provided with reason for absence by 9.30 a.m. on the 1st day of absence.

Parents should expect:

A text message / email / telephone call

All contact information held by school will be used to obtain reason for absence.



If school are unable to make contact to establish reasons for absence a home visit will be completed as appropriate.



If school are unable to establish reason for absence, your child will be given an unauthorised mark.

At Northcote, we monitor attendance carefully. If your child's attendance falls below 97 % or becomes a cause for concern, we will write to you to inform providing a copy of your child's registration certificate.

If attendance problems persist, you will be invited into a meeting to discuss your child's attendance, provide context to absence, and discuss how we can support Improved attendance moving forward. If all measures fail to lead to an improvement in your child's attendance.

School then is required to complete a referral to the Education Welfare Officer (EWO) which may lead to legal action being taken.

PENALTY NOTICES

Definition: Unauthorised absence is when a child does not attend school and no reason for absence has been provided.

A penalty notice may be issued if your child has 10 unauthorised sessions in a 10 rolling week period. (10 sessions is equivalent to 5 school days) The 10 weeks may span different terms or school years. For example, two unauthorised absences in the summer term and eight unauthorised absences in the autumn term.

Penalty notices for unauthorised absence have increased £160 per child, per parent. The amount will be reduced to £80 if paid within 21 days.

If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the penalty notice will be charged at the higher rate of £160. There is no option for this second offence to be discharged at the lower rate of £80

If the national limit of two penalty notices in a 3-year period has been met, or exceeded, the local authority must consider the use of another tool to improve attendance. **For example, prosecution or another attendance legal intervention.**

HOLIDAYS

We do not authorise holidays in term time. If you choose to take your child out of school a fine will be issued as per government guidance.

If you intend to do so we ask that you complete a 'Holiday Notification Form' which is accessible via school website or the school office. Completion of this form will ensure correct codes are applied

PUNCTUALITY

Start of Day Procedures:

School gates open at 8.35 a.m. – Senior leaders available on the yard.
Parents to remain with their child until they have entered the school building.
Whistle will be blown at 8.50 a.m. - children line up



9 a.m. gates will close / school day begins.



Late before the register closes:

Any children arriving after 9 a.m. need to be signed in by an adult using the Inventory System (signing in screen in main reception) and will be given a late mark.



Late after register closes:

Children arriving after 9.35 a.m. will lose a mark for the morning session and this absence will be considered as an 'unauthorised absence', showing on your child's attendance record.

Every minute counts



Lateness = lost learning

(Figures below are calculated over a school year)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

HOW CAN YOU HELP ?

Ensure your child arrives on time.

Ensure packed lunches, school bags, breakfast items the night before.

Set an alarm at a reasonable time to ensure you have enough time to get everyone up / get ready.