



Attendance Procedures:

Gates open at 8.45 a.m. – Senior leaders available on the yard.

Whistle will be blown at 8.50 a.m., children to line up.

Parents are required to supervise / remain with their child and until they have entered the school building.



Daily Absence Procedures

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



Late before the register closes:

Any children arriving after 9 a.m. will be given a late mark.

Parents / Carers are required to sign their child in via check in screen in main reception.



Late after register closes:

Children arriving after 9.30 a.m. will lose a mark for the morning session and this absence will be considered as an '**unauthorised absence**' and will show on your child's attendance record.

If your child is unwell and will not be attending school, please call the school office
(0151 284 1919) – selecting option 1, voicemail facility available.

Alternatively, you can email attendance@northcote.liverpool.sch.uk to notify school
that your child will be absent.

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

**Parents/ Carers are required to place a call to school on each day of their child's
absence.**



If school has not been provided with reason for absence by 9 a.m. on the 1st day of
absence.

Parents / Carers should expect:

A text message / email / telephone call

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

Including: other relatives contact information.



Home Visit

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



If school are unable to establish reason for absence after following all attendance
procedures, your child will be given an unauthorised mark.

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

Please be aware if you do not provide a reason for your child's absence (daily) the absence will be marked as 'unauthorised absence'

If child has 5 or more days of 'unauthorised absence' in a 10-rolling week period. Schools are required to complete a referral to the Local Authority – Education Welfare Officer (EWO).