

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 Team - Mrs L McCulloch
Attendance Admin - A Tobin & C Meakin

CONTACT INFORMATION:



0151 284 1919



www.northcoteschool.com



Attendance@northcote.liverpool.sch.uk



Cavendish Drive, Liverpool, L9 1HW

At Northcote, we monitor attendance closely. If your child's attendance falls below 97% or becomes a concern, we will contact you.

If concerns continue, we will meet with you to discuss support. Where attendance does not improve, a referral may be made to the Education Welfare Officer (EWO) for further action.

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) – 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 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**.

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. School are required to complete a referral to the Local Authority – Education Welfare Officer (EWO).

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.

Holidays taken during term time **cannot be authorised**. The law does not give parents an entitlement to take their child out of school for a holiday during term time.

Any request for leave during term time will only be considered in exceptional circumstances and must be approved by the Headteacher. Liverpool City Council does not classify family holidays as exceptional circumstances, therefore holiday requests will not be authorised.

Parents who choose to take their child on holiday during term time may receive a **Penalty Notice (fine)** from Liverpool City Council.

Holiday Fine Summary

1st Holiday
£80 per parent if paid within 21 days,
increasing to £160 if paid within 28 days

2nd Holiday
£160 per parent (no reduced payment option)

3rd Holiday within a 3-year period
Further action by the Local Authority, including possible prosecution. No fine issued.

If the national limit of two penalty notices 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

START OF THE SCHOOL DAY

- The school gates open at 8:45 a.m. -senior leaders available on the yard.

Parents are required to stay with their children until they have safely entered the school building through the designated doors.

- The gates will close, and the school day officially begins at 9 a.m.

Late Arrivals:

- **Late Before Register Closes:** Children who arrive after 9 a.m. will receive a late mark. Parents or carers must sign their child in at the main reception using the signing-in screen.
- **Late After Register Closes:** Any child arriving after 9:30 a.m. will receive an 'unauthorised absence' for the morning session, which will be recorded on their attendance record.

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.