Attendance Procedures:

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

Children to come straight in via assigned doors.

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