

### Attendance

At Mersey Park Primary School, we consider satisfactory attendance to be over **97%**.

### Illness

Occasionally pupils are too unwell to attend school. When deciding whether or not your child is too ill to attend school ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.
- Does your child have a contagious condition that could be passed on to other children or school staff? If so, keep your child at home.
- If your child is displaying any of the symptoms for Covid-19 please keep them off school and arrange for them to be tested.

If you are unsure, contact school and let a member of staff know your concerns and we will advise you.

**Please remember to contact school if your child is unable to attend so the absence can be authorised.**



**School phone number: 0151 647 8197**

**School email: [schooloffice@merseypark.wirral.sch.uk](mailto:schooloffice@merseypark.wirral.sch.uk)**



### Absence due to Medical and Dental Appointments

Medical and Dental appointments should be made during school holidays or out of school hours. If this is not possible, please inform school and bring in the appointment card or letter, to be copied.

### Unauthorised absences

School does not consider the following absences to be reasonable:

- Forgetting school term dates
- Over sleeping
- Arriving at school after the register has closed
- Day trips/ family outings
- Inclement weather
- Problems with uniform/ clothing
- Birthdays and holidays
- Headlice
- Minor ailments



### Absence due to Family Holidays or Events

All requests for leave of absence from school, must be made to the headteacher, Mrs Thomas, using the request form available from the school office. Absence will be authorised only in exceptional circumstances e.g. religious festivals, terminal illness, holidays funded by charities or some parental conditions of employment. You will receive a written reply explaining whether the absence from school has been authorised.

### Punctuality at the Beginning of the Day

Pupils should be in school every day, arriving promptly at the time set for their year group. If pupils arrive late they need to be signed in electronically at the school office. Arrival after 30 minutes late will be recorded as an unauthorised absence.

### Punctuality at the End of the Day

Pupils should be collected promptly. If you are going to be late or if someone else is collecting your child, please inform school. Parents/carers of pupils who are regularly collected late will be asked to register at the after school club, Firbobs.

### Education Penalty Notices

An Education Penalty Notice can be issued by the Local Authority for the following reasons:

- At least 10 sessions of absence (am or pm) within a period of no more than one term or two half terms following a warning letter from the Local Authority;
- At least 10 sessions (am or pm) of unauthorised leave of absence following a request for leave that was not an exceptional circumstance;
- Leave of absence taken during term time without parents requesting authorisation from the school;
- A pupil arrives after the registers have closed (marked with code 'U') on 10 or more separate occasions in any one term.

Fixed Penalty Notices will be issued by post. Payment of a Fixed Penalty Notice is £60 if paid within 21 days and £120 if paid after this time but within 28 days. Fixed Penalty Notices are restricted to 2 per pupil per parent in any academic year.

The Local Authority retains any revenue from the Fixed Penalty Notices to cover enforcement costs. Non-payment of a Fixed Penalty Notice will result in the withdrawal of the notice and may trigger a prosecution of parents/carers by the Education Social Welfare Service under Section 444 Education Act 1996. There is no right of appeal by parents/carers against a penalty notice.

### Attendance Policy

The school's Attendance Policy can be viewed by request at the school office or is in the 'School Information' section of the school's website: [www.merseyparkprimary.co.uk](http://www.merseyparkprimary.co.uk)



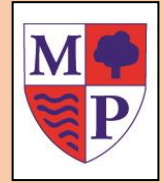
Rights Respecting School:  
Article 28 - Every child has  
the right to an education.



# Mersey Park Primary School

## Attendance and Punctuality

### 2020 – 2021



## Attend today: Achieve tomorrow

Good attendance and punctuality are vital for success at school and to establish positive habits that are necessary for future success.

All parents/carers should promote good attendance and punctuality and work in partnership with the school.

### **Coronavirus Attendance Advice**

- All pupils must attend school unless a statutory exemption applies.
- School will continue to work closely with parents/carers to address any concerns about their child's attendance.
- School has put extensive measures in place to protect pupils and staff, including staggered start and end times to the school day and staggered break and lunch times, individual equipment, additional cleaning throughout the day and robust personal hygiene measures.
- Parents/carers must let school know if their child is unable to attend and the reason why. If they are unwell, a brief description of their symptoms is required.
- School will continue to value excellent attendance and will address attendance concerns.

The Annex to the Attendance Policy to Support Full Opening is available with more detailed information, on the school's website.