

How Parents/Carers can help improve attendance

- Support school in all it does to improve attendance so your child is able to receive the best possible education.
- Ensure your child attends every possible day that school is open, arrives on time and is not collected early without prior agreement.
- For unexpected absences (such as sickness) inform school before 9.00am on the first day of absence giving the reason for absence. This can be done in one of 3 ways:
 - **By phone call:** 0151 647 8197
 - **By email:** schooloffice@merseypark.wirral.sch.uk
 - **By Parentapps Connect:** More/Absence Reporting
- Check the information in the leaflet 'Is my child too ill for school?' if you are unsure whether your child should stay off school.
<https://merseyparkprimary.co.uk/key-information/attendance-punctuality/>
- Keep in contact with school if there are issues at home or in school, that will affect your child's attendance, so school can offer support.
- For expected absences (such as a family wedding) complete the request for leave of absence form, on the parent app or available from the school office, including details about the reason for the request.
- Take family holidays during school holidays, not during term time.
- Make medical and dental appointments outside of school hours, whenever possible. When this is not possible, take your child out of school for the least amount of time possible.
- Help your child to maintain good health through positive sleep routines, regular exercise and a balanced diet.
- Ensure that school has three up-to-date emergency contact names and telephone numbers for adults, that your child trusts.

Unauthorised Absences

School does **not** consider absences for the following reasons to be to be acceptable:

- Forgetting school term dates
- Over sleeping
- Arriving at school after the register has closed (9.30am)
- Day trips/ family outings
- Inclement weather
- Problems with uniform/ clothing
- Birthdays and holidays
- Headlice
- Minor illnesses, injuries or ailments



Expected Absences

Requests for leave of absence, must be made to the headteacher, Mrs Thomas, before the absence date. 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 reason:

At least 10 sessions (5 days) of unauthorised absence within a period of 10 weeks for any of the following reasons:

- absence that is not considered to be for an acceptable reason (see [Unauthorised absences](#));
- leave of absence requests that were not deemed to be for an exceptional circumstance taken during term time;
- holidays taken without parents/carers requesting leave of absence from the school;
- late arrival after the registers have closed at 9.30am.

From August 2025, the government made changes to how fines work when children miss school without permission:

- The fine is now **£80 if paid within 21 days**, or **£160 if paid between days 22–28**.
- If a parent receives a second fine within three years, it will **automatically be £160**.
- A third offence within three years will lead to **court action** instead of a fine.
- Fines are issued per parent, per child.

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 under Section 444 Education Act 1996.

Attendance Information

The school's website includes information and advice about attendance and punctuality, including the Attendance Policy, in the 'School Information' section: www.merseyparkprimary.co.uk

The school newsletter contains attendance updates, support and advice each month. Support can also be accessed through the Family Toolbox: familytoolbox.co.uk

Mersey Park Primary School Attendance and Punctuality



Moments matter, attendance counts

From the first day of term to the last, the small moments in a school day make a real difference to your child.



School days are packed

with moments of curiosity, wonder and connection.

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. **Our target is for all pupils to have at least 97% attendance.** Through regular attendance, pupils build friendships, develop life skills and engage in essential learning, so they can achieve their full potential.

What Mersey Park pupils say about attendance:



"School is more important than anything else."

"If you miss school, you miss out because you miss the chance to learn."

"Getting into class on time gets me ready for the day."