



West Derby School - Attend to Achieve

What does regular attendance mean?

Regular attendance means that your son must:

- Attend school every day unless there are justified reasons
- Arrive at school on time
- Aim to achieve a minimum of 97% attendance (no more than 5 days off in an academic year).

What can you do to help your son's school attendance?

It is a parent/carers responsibility to ensure their son attends school regularly and punctually.

If your son starts missing school:

- Make early contact with the school so we can support and help you
- Help the school to put things right, attendance is linked to attainment
- Make sure that your son understands that you do not approve of any unauthorised absences.

Remember that your son must not be kept away from school for reasons such as:

- Looking after others at home
- Visiting relatives
- Taking long weekends/term time holidays
- Shopping trips
- Birthdays

What action should I take if my son is too unwell to attend school?

All absences must be reported by 8.45am on a daily basis. This can be done by calling the school office.

How do I register an absence?

Telephone the school reception on

0151 235 1300 and leave a message including:

- Your name
- Your son's name
- Year and tutor group,
- Reason for absence

School should be advised of any medical condition. A doctor's certificate may be requested if your son's attendance, is persistently low or he is currently following an attendance monitoring programme.

West Derby School uses a first day absence system. If your son fails to register or is absent and we have not received notification an automated message will be sent to you after 9.30am. If we have still not received notification of absence a further message will be sent after 1.30pm.

My son needs to attend a medical appointment. What should I do?

Appointments should be made out of school hours wherever possible. If this is not possible please try to arrange appointments first thing in the morning or late afternoon. This will limit the amount of lessons your son will miss and allow him to return after or leave just before the appointment.

If my son is late for school, what should he do?

Registration starts at **8.45am** in form rooms. If your son arrives after this time they **can only arrive through the main reception**. An after school detention in room D1 will also be set with Mrs Lorder (senior assistant headteacher) on the same day.

Registration finishes at 9.00am.

Persistent lateness will not be tolerated and further action will be taken. This could also result in a "Fixed Penalty Notice" being issued.

If there is a change in circumstances that is affecting your son's attendance, please inform us immediately.

Can I take my son out of school for another reason?

It is not in your son's best interest to miss **any** schooling. If you want to request an absence due to exceptional circumstances you must contact your son's Pupil Progress Leader.

Holidays taken during term time WILL NOT be authorised and should not be booked.

A FIXED PENALTY NOTICE may be issued if attendance falls below an acceptable level.

What can I expect if my son's attendance falls below the school's expectations?

On your son's third day of absence we will write to you and intervene with the first attendance monitoring programme. Your son will be informed of his attendance and also how it is changing as he engages in the programme. It will last for two weeks. If there is no improvement and/or he triggers a five day absence, again we will write to you, inform you and start a further programme of intervention; again, for two weeks. If your son triggers a ten day absence we will write to you and set up an attendance panel meeting with our attendance officer Mrs Deakin and our Education Welfare Officer Mrs Melia. Continued poor attendance may well result in a 'fixed penalty notice' and court proceedings.

At the end of any attendance monitoring programme which proves successful we will write to you and offer our congratulations and ask you to share this with your son.