

What does good attendance look like?

100%

Perfect!

99%

Excellent

97%

Good

96%

Slight concern

94%

Concern

90%

Persistent Absentee

50%

Severely Absent Pupil

Attendance Officer:

Jackie Stocks

Phone: 0151 284 7848

Email:

attendance@leamington.liverpool.sch.uk

Jackie is available for meetings with parents/carers to discuss attendance and support, please contact on the above details to make an appointment.



Leamington Community
Primary School

Attendance Information for Parents/Carers



Together we make a Difference

What to do if your child is absent:

Please report your child's absence before 9am.

To report an absence, you can:

- Call the school office on 0151 284 7848 - option 1.
- Email the attendance team: attendance@leamington.liverpool.sch.uk
- Send a message on the school app.
- Send a message to your child's class teacher on Class Dojo.

A graphic consisting of several overlapping pink and purple squares. The text "Contact Us" is written in white, bold, sans-serif font across the center of the squares.

Contact Us

Leamington's Attendance Procedures:

If a child is absent and we do not receive a call/message from their parent/carer, we will complete our first response procedures and call/visit the home. We do this as it is a safeguarding concern if we do not know why a child is absent. If there is no contact on the first day of absence, it will not be authorised.

If a child is absent for two days, we would expect parents/carers to seek medical advice on the third day of absence. On the fourth day, we will ask for medical evidence to be able to authorise the absence.

School will investigate irregular patterns of attendance (even if illness is given as a reason). These patterns include:

- *Absence on Mondays/Fridays;*
- *Absent on the same day regularly;*
 - *Absence on birthdays;*
- *Absence related to weather conditions.*

Please note; school tracks information regarding children who leave school early.

Attendance Triggers:

Children with 94% or less attendance
OR were PA in previous year:

Any absence reported as illness will not be authorised without medical evidence (from first day of absence).

20-day Warnings:

A 20-day warning will be issued for 5 unauthorised absences (10 sessions) and/or 10 lates (after 9:30am) in a rolling 10-week period.

Fixed Penalty Notices:

A FPN will be issued for holidays and failed 20-day warnings (including lates).



Attendance Matters

