

Reporting Absence and Lates

How to Report Your Child's Absence:

If your child is too unwell to attend school you must call the school office as early as possible on the morning of absence, to tell us the nature of your child's illness and how long they will be absent from school. You may be required to provide medical evidence to school.

School office: 0151 477 8170

If School is Not Called:

If you do not contact us to report your child's absence, then school staff will call you to check that everything is ok. If we do not get an answer a home visit will be conducted as part of our First Response strategy.

If Your Child is Late to School:

Children must be dropped off by parents/carers at our late door, which is situated at the main reception. Staff record punctuality and detailed records are kept.

Any child/family who are persistently late will be invited to a meeting with the Inclusion Team and our Education Welfare Officer, to discuss the reasons for lateness and how school can support your child to get the best education possible.

Please speak to a member of the Attendance Team if you have any questions or concerns.