

# Overview of Absence Procedures

## 1<sup>ST</sup> Day of Absence

Phone school absence line on 0151 342 0570 or email [school\\_office@psf.wirral.sch.uk](mailto:school_office@psf.wirral.sch.uk) with reason before 9:30am. If no notification is received a truancy call will be sent.

Each subsequent day a truancy call will be sent unless we know specifically when the pupil will return.

A letter explaining the absence must also be received by school no later than 5 days after their return. If no written letter/email is received the absence will be unauthorised.

## Medical appointments

**Every effort should be made to arrange appointments outside school hours.** Pupils are expected to come in to school before/after medical appointments wherever possible. If a pupil is not present during am or pm registration this will affect their percentage attendance figure. If an absence is known in advance such as a medical appointment written notice and permission must be sought. (Unavoidable absences not known in advance may be authorised with a written note and a copy of the appointment card/letter when pupil returns to school and no later than 5 days after absence).

If your child's absence falls below 95% a warning letter will be issued with a registration certificate highlighting absences.

If your child's absence falls below 90% a letter will be issued with a registration certificate informing you that no further absences will be authorised unless accompanied by a formal medical note from the doctor.

Parents will be invited to attend a meeting to discuss concerns and what support the school can offer. Local Authority Educations Social Worker will be informed and will move to make appropriate action, this may include issuing a fixed penalty fine.

Any pupil arriving late after 9:30am will be marked with a 'U', this is an unauthorised absence unless an acceptable explanation is received.

Leave of Absence forms are on our school website. A form must be completed and agreed before the absence.

It is the responsibility of the parent to send into school medical notes/letters explaining absences.