

Overview of Absence Procedures

1ST Day of Absence

Phone school absence line on 0151 342 0570 or email schooloffice@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. Please give details of the time the pupil will be picked up, by whom and the approximate time they will be returned to school. (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).

No pupil will be allowed to leave the school premises unless accompanied by a known adult.

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. The Local Authority Education 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.