

Information about the Absence Procedure at The Livity School for Parents/Carers

Please help The Livity School by sending your child to school daily. If they are unable to attend please communicate with school about all your child's absences. It is your child's right to receive education so if they are not in school we need to be informed. Where possible this should be in advance for known appointments or religious observance and on the first day of sickness absence.

- Parents/Carers should call school by 9:30am on first day of absence – if no call received, the office staff to contact parents/carers to find out why a pupil is absent
- Office staff will keep a record of all conversations with parents/carers regarding reasons for absence and expected length of absence should parents/ carers know this. This could be used as evidence in cases of Persistent Absence
- Office staff and parents/ carers should agree to maintain contact regarding absence if no fixed time for return is identified. If a child is off sick for more than a week evidence from a doctor can be requested
- If 2 days unexplained unauthorised absence are accrued office staff must alert senior staff and The Livity Schools "First Warning Letter" will be sent to parents /carers
- If a further 2 days of Unexplained or Unauthorised absence occurs office staff must alert senior staff and The Livity School's "Second Warning Letter" will be sent"
- This second warning letter will include a date for parents/carers to meet the Headteacher, to try to uncover and resolve the issues relating to poor attendance – this could involve support from the wider Multidisciplinary Team.
- If parent/carer fails to attend the meeting or there is further unauthorised absence it is classed as Persistent Absence School will then complete a "Multi Agency Referral Form" and inform the Education Welfare Officer (EWO) / Children With Disabilities Team / Special Educational Needs Department of the appropriate Local Authority.
- Further sessions of unauthorised / unexplained absence – the school will inform the above professionals – the EWO will complete a home visit and feedback to school.