



*"In a caring Christian community,  
together we love, learn, laugh and achieve"*

# Attendance Flow Chart

Gates Open between 8.45am and 8.55am. Children arrive in class and are marked present in the register.

## Absence due to sickness

If your child is unwell, please inform the school via Parent App or call the office on 0151 288 8910 before 9:00am.

## Medical Appointments

Parents should try and book medical appointments around the school day where possible. If an appointment is during the school day, evidence must be provided.

Attendance is celebrated daily in class for individuals and across the school.

Children who have 100% attendance are entered into a weekly prize draw in assembly.

Classes also compete within our St. Mark's attendance league earning points for good attendance across the term. Winning classes receive various awards throughout the year.

Individual attendance awards are celebrated termly with bronze, silver and gold badges.

Unexplained absence could result in a welfare visit from our Safeguarding Team or referral to Knowsley School Attendance.

Unexplained absences are recorded as unauthorised.

## Holidays

Holidays taken during school time will not be authorised. Parents could incur a fine of up to £180 per parent, per child.

Repeated holidays taken in term time could result in prosecution.

## School Monitoring of Attendance

A child who is absent for 19 days (90%) is classed as a Persistent Absence. If a child is at risk of becoming a Persistent Absentee, parents or carers could be invited into school to discuss how we can support you and your child to improve their attendance. If their absence does not improve, your child could be referred to Knowsley School Attendance Service.

Regular attendance of 96% and above, along with good punctuality are life skills that we promote at St. Mark's.

## DFE Guidance on Attendance for Parents and Schools

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)