



# Marshside PRIMARY SCHOOL

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Date: 4<sup>th</sup> October 2021

Dear Parents/Carers,

## Re. Attendance

We have had an excellent start to the year with regards to the children's attendance and would like to say thank you to you all for your support with this issue.

As you are probably aware, schools have strict procedures when it comes to absence and it is important that you notify us as soon as possible when you know your child will not be in school. Please inform the office by telephone on 01704 211177 if your child is going to be absent. You can press 1 to leave a message or press 2 if you wish to speak to a member of staff. If you leave a message, please say why your child is absent – 'sick' or 'unwell' are not sufficient to authorise the absence, we do need a reason please. We would ask that this is the only method used to report absence going forward as we will no longer be using the ParentMail system and it is easier to keep track this way.

If your child is not in school and we have not received a message by 9.30am, the following will happen:

- You will receive a text asking you to call the school.
- If there is still no response, we will call every person on the contact list until we are able to ascertain where your child is and that they are safe.
- If we are unable to make contact, we will contact the Sefton Attendance and Welfare team and you may receive a home visit.

The above is in line with the Keeping Children Safe in Education guidance published to schools and as you can imagine, is a time consuming exercise. We would be very grateful if you could help us to avoid this by making a quick phone call on the morning of your child's first day of absence and then keeping us informed on any subsequent missed days.

Thank you in advance for your co-operation with this.

Yours sincerely,

Mrs Natasha Sandland  
Headteacher

