



Church Drive Primary School
"Together we Belong, Believe and Achieve"

Port Sunlight, Wirral, Merseyside CH62 5EF

Headteacher: Mrs J Jones Website: www.churchdriveprimary.co.uk
Telephone: 0151 645 5527 schooloffice@churchdrive.wirral.sch.uk



Wednesday, 19th April 2023

Dear Parents/Carers

Attendance reminder

Please can we remind all parents/carers of the responsibilities and expectations set out by Wirral Local Authority and adopted by school as part of our attendance policy:

- ✓ To ensure that their child attends school every day that the school is open, unless there is a genuine and unavoidable reason that prevents them from so doing;
- ✓ To ensure that their child arrives at school on time between 8:40 and 8:50. A reason should be offered for any lateness;
- ✓ To inform school as soon as possible, by 'phone (0151 645 5527) or in person, if their child is unable to attend on any day, together with the reason for absence. If school is not informed or an absence by 9:10, an Unauthorised mark will be given in the register for the morning session;
- ✓ To trust that school staff will contact them during the school day if a child is ill in school and needs to go home;
- ✓ To ensure that school has at least two sets of full contact details, and that these are kept updated;
- ✓ To make all medical appointments outside school hours whenever possible, and to inform school in advance of any medical appointments that cannot be scheduled out of school time. For absence to be authorised as a medical absence, schools do require evidence, such as an appointment card or letter;
- ✓ In the case of a primary school child, to ensure that their child is collected on time at the end of the school day;
- ✓ To take family holidays during school holiday periods, and to be aware that there is no entitlement to withdraw children for authorised leave of absence during term time. Any requests for leave of absence during term time should be made in writing and in advance to the head teacher; (form available from the school website and office)
- ✓ To be aware of curriculum requirements and to be especially vigilant with regards to attendance during particularly important times such as SATs, GCSEs, and other exam periods;
- ✓ To provide evidence and advice from a health professional when needed to enable school to gain a greater understanding of their child's health issues;



Happy and Safe
Respecting
Ready to Achieve

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Child Protection Contact at School: Joanna Jones Telephone: 0151 645 5527
Data Protection Officer at School: Craig Stilwell (Judicium)



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- ✓ To talk to school staff as soon as possible should their child be reluctant to come to school for any reason, or if there are any other issues impacting on school attendance. This is so that any barriers to attendance can be quickly identified and overcome. In most cases the first point of contact should be the child's class teacher, form tutor or the Attendance Officer within the school

Can we also please remind you that School is able to administer Paracetamol (Calpol) or Ibuprofen in school. If your child has a cold or other minor illness, please send them into school, drop off the medicine with the School Office and we can monitor their illness and inform you if they need to be sent home.

Please contact Michelle Foddy, school Attendance Lead, if you have any queries about attendance.

Yours sincerely

Mrs J Jones
Headteacher



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