



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](http://www.churchdriveprimary.co.uk)

Telephone: 0151 645 5527 [schooloffice@churchdrive.wirral.sch.uk](mailto:schooloffice@churchdrive.wirral.sch.uk)



Monday, 5<sup>th</sup> December 2022

Dear Parents/Carers

**Attendance update**

Following consultation with Oak Trees MAT and the Local Authority, we have made updates to our attendance policy which can be found on our website.

The updates, which will take effect when we return in January, are as follows:

- Registers will close at 9:10. A Late mark will be given between 8:55 and 9:10, any child arriving after 9:10 will receive an Unauthorised mark.
- If we have not been informed by a parent/carer regarding a child's absence by 9:10, an Unauthorised mark will be given (other than in emergency situations).
- We will require proof of all medical appointments otherwise an Unauthorised mark will be given in the register. We can accept copy letters, screenshots of text appointment reminders etc. and/or photographs of prescriptions/antibiotics.
- We are able to administer Paracetamol (Calpol) or Ibuprofen in school. If your child has a cold or other minor illness, please send them into school 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 these updates.

Yours sincerely

Mrs J Jones  
Headteacher



*Happy and Safe  
Respecting  
Ready to Achieve*

e-mail: [schooloffice@churchdrive.wirral.sch.uk](mailto:schooloffice@churchdrive.wirral.sch.uk)

website: [www.churchdriveprimary.co.uk](http://www.churchdriveprimary.co.uk)

**Child Protection Contact at School: Joanna Jones Telephone: 0151 645 5527**

**Data Protection Officer at School: Craig Stilwell (Judicium)**