



Church Drive Primary School
'Together we belong, believe and achieve'
Port Sunlight, Wirral, Merseyside CH62 5EF Headteacher: Mrs J Jones

7th September 2022

Dear Parents/Carers,

School Attendance and Punctuality

As a school, we would like to share with you our reviewed Attendance Strategy for this academic year, in line with new statutory regulations. **It is your parental responsibility to ensure that your child attends school every day.** The purpose of this strategy is to set out how we will support your child's attendance.

Attendance at school matters. At Church Drive Primary School we believe that good attendance is secured by developing a partnership between families, schools and our partner agencies involved in the social and emotional development of children.

Your child's potential and life prospects are significantly enhanced when he/she has high attendance. Thank you to all parents who have supported your child's attendance over the past twelve months, impacting positively on your child's physical, social and emotional development.

There remain, however, too many children with persistent absence. Low attendance places your child at a significant disadvantage in terms of meeting their academic potential. Furthermore, children with low attendance often lose confidence, find it more difficult to maintain friendship circles and their overall enjoyment of school falls.

The Governing Body of the school fully adopt the change in regulations relating to school absence. Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. The amendments make clear that **headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances**. These are set out in the Regulations.

The aim of our attendance strategy is to:

- **Increase the school's overall attendance.** Our target is to develop an expectation of regular school attendance. In other words, that each child attends every single day.
- **Promote an understanding of the need for good school attendance** across the whole school community.
- **Reduce the number of children with persistent absence** through clarity of expectation, effective support and adherence to policy. We will continue to offer support to vulnerable families to help promote better attendance for all children.
- **Promote effective inter agency work.** This includes the use of the Educational, Social and Welfare Officers to developmentation plans. This would include the use of an Education Penalty Notice (EPN).

Parent Information:

We will monitor your child's attendance regularly to ensure it improves. **Support is available on an optional basis** though non-engagement may result in an Education Penalty Notice being issued where:

- 1) your child has had **10 or more sessions (5 days) of absence in a period of no more than one term or two half terms;**
- 2) your child has **10 sessions (5 days) of unauthorised** leave; - holiday absence. From September 2022, as outlined in new statutory Attendance guidelines by DfE, Covid19 cannot be a reason given for holidays being re-arranged.
- 3) your child has taken leave of absence interm time **without you requesting authorisation** from the school;
- 4) your child arrives **late** after the registers are closed on **10 or more separate occasions.**
- 5) an exclusion has taken place and you have allowed your child to be present in a public place during school hours.

These thresholds for the issuing of Education Penalty Notices are taken from the *Wirral Code of Conduct: Education Penalty Notices (April 2018).*

Length of the School Day

From September 2023, all schools have to ensure that each child is receiving 32,5 hours education per week as outlined in the DfE White Paper. School is to review this in the Autumn term. In the interim, please can I remind parents of the school times:

September 2022

School gates open in the morning for whole school **8:40am until 8:50am**

Registration takes place at **8:55am**

FS1 afternoon session ends at **3:10pm (after settling in timetables have ended)**

FS2 and KS1 session ends at **3:15pm (after settling in timetables have ended)**

LKS2 session ends at **3:20pm**

UKS2 session ends at **3:20pm**

School has a staggered start and finish time to support parents collecting the children at the different locations around the school building.

Yours sincerely

Mrs J Jones
Headteacher



Artsmark
Silver Award
Awarded by Arts
Council England



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Child Protection Contact at School: Mrs Joanna Jones