



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)



6<sup>th</sup> September 2023

Dear Parents/Carers,

### School Attendance and Punctuality

As a school, we would like to share with you a copy of our Attendance Policy. **It is your responsibility to ensure that your child(ren) attends school every day.**

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 policy 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.



*Happy and Safe  
Respecting  
Ready to Achieve*

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



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- **Promote effective inter agency work.** This includes the use of the Educational, Social and Welfare Officers to develop action plans. This would include the use of an Education Penalty Notices (EPN).

If necessary, we will monitor your child's attendance regularly to ensure it improves. Support is available and non-engagement may result in an Education Penalty Notice being issued where:

- 1) your child has had **10 or more sessions (5days) of absence in a period of 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).**

### School day

Please ensure your child(ren) arrive at school on time each day. Children arriving late miss out on vital learning and daily information, as well as causing disruption for the rest of the class. For a lot of children, this also causes feelings of embarrassment and gets the day off to a bad start. If a child is five minutes late each day, they will lose 16 hours and 15 minutes learning time over the year.

Persistent lateness is treated as non-attendance by the Local Authority and, if your child(ren) is late, you may be called into school to attend a meeting with the Local Authority Attendance officer.



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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 **3:05pm (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.

Please note that:

- Registers 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 you provide it to the office with a signed consent form. 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.

Yours sincerely

Mrs J Jones

Headteacher



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