



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, 26<sup>th</sup> February 2024

Dear Parents/Carers

### Attendance update

At Church Drive, we believe that your child's potential and life prospects are significantly enhanced when she/he has high attendance.

Thank you to all of our parents/carers who support their child in attending school regularly, impacting positively on their child's physical, social and emotional development.

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

As a reminder:

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

***Gates will be closed at 8:50 and not reopened. If you arrive after this time, you must enter via the School Office.***

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

FS1 afternoon session ends at **3:05pm**

FS2 and KS1 session ends at **3:15pm**

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

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

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



*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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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), Ibuprofen or Piriton 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.

### Lateness

We still have a number of families who are persistently late.

**So far this school year we have registered 7,065 late minutes across the school. Persistent lateness is treated as non-attendance by the Local Authority and families whose children are persistently late could be called into school to attend a meeting with the Local Authority Attendance Officer.**

School gates are open for pupils to arrive between 8:40 and 8:50. 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. Lateness also causes disruption to office and teaching staff who have to interrupt their work/teaching to deal with the arrival of your child.



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If you have any queries regarding attendance, please contact either myself or Mrs Foddy, school's Attendance Lead.

Your sincerely

Mrs J Jones  
Headteacher



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