



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



Monday, 6th March 2023

Dear Parents/Carers

Attendance reminder

Please can we remind you of the update to our attendance policy, which came into effect from January 2023, as follows:

- Registers now 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 school 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).
- School requires 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.
- 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 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.

In order to provide all our pupils with a future that is filled with choice and opportunity we need to ensure they are in school regularly and punctually. There is a clear link between attendance at school and academic achievement. Statistically, those with higher than 96% attendance achieve higher levels of attainment at EYFS, Key Stage 1, Key Stage 2 and beyond to GCSE and A levels.

We therefore put attendance and punctuality high on our list of priorities for children and families and have set our target for attendance at 97%. It is essential that children come to school every day and on time so they can make the best possible progress in their learning.



*Happy and Safe
Respecting
Ready to Achieve*

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Data Protection Officer at School: Craig Stilwell (Judicium)



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Please see the school attendance diamond which explains school attendance percentages and risk groups:



GREEN

No risk to children's learning and achievement
All children should be aiming to be on Green

YELLOW

Some risk of underachievement
Depending on context and understanding of the absence, a letter will be sent home

AMBER

Serious risk of underachievement
Phone calls to parent/carers and meetings to offer support

RED

Extreme risk of underachievement
Meetings with parents/carers and the Local Authority attendance officer
Potential for penalty notices to be issued



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%	Days absent
85	29 days off
86	27 days off
87	25 days off
88	23 days off
89	21 days off
90	19 days off
91	17 days off
92	15 days off
93	13 days off
94	11 days off
95	9 days off
96	7 days off
97	5 days off
98	4 days off
99	2 days off
100	0 days off

Attendance during one school year	Equals days absent	Which is about x weeks absence	Which means this is the number of lessons you miss
95%	9	2	48
90%	19	4	96
85%	29	6	144
80%	38	8	192
75%	48	10	240
70%	57	11.5	276

We reward good attendance and punctuality using the following methods:

Weekly attendance award for best class, receiving the attendance trophy and 10 minutes extra break time.



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Termly individual awards for very good and excellent attendance.

Attendance awards for very good attendance over an academic year.

Punctuality

We believe in consistent good punctuality and ask parents and carers to make every effort to get their children to school on time each day.

The school gates open at 8:40am until 8:50am and the children are allowed to go to class and be ready to begin their learning for 8:55am.

Arrivals after 9:10 are marked as an unauthorised absence (U) and count as being absent for the whole AM session.

Absence due to Illness

If your child is unwell and cannot attend school, please either call the school office absence line to leave a message, or send an in-App Arbor message before 8.30am to give a reason for absence. Failure to inform the school about your child's absence will result in an unauthorised absence mark in the register. Children who have frequent occasional days off due to illness may be referred to Education Welfare.

Yours sincerely

Mrs J Jones
Headteacher



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