

# Christ Church C of E Aided Primary School

Headteacher  
Mrs H Friend  
Tel 0151 338 2062



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=====Diocese of Chester=====Children's Services=====

Date:

Dear Parent/Carer

I am writing to inform you of the recent changes made to the way we record attendance.

From now on, if your child arrives for the school day after 9.15am they will be recorded on the register as absent for that morning, not just as a late. This will obviously have an impact on their attendance record and makes it even more important that your child arrives on time.

It is also important for parents/carers to come with a child arriving late (any time after 9am) to school to sign them in. We ask parents not to let the children arrive at the office on their own so ensure safety of the children.

As a reminder to all parents, teachers will be on the playground at 8.40am and the doors to allow the children into school open at 8.45am. Please ensure your child arrives at school by 9am each day.

By law we have to monitor and challenge any regular attendance issues.

If you need any support from school with your child attendance or arriving at school on time please ask to speak to Sarah Trousdale, our school's Learning Mentor who will be happy to provide support for you and your child.

Yours sincerely

Mrs Helen Friend  
Headteacher

This letter has been distributed for the sole purpose of the information contained within it. It is the responsibility of the holder to protect and dispose of this information. If a reply slip is attached it will be disposed of sensitively by the School following the trip or event unless you are otherwise notified.

