



Ss Peter & Paul Catholic Primary School

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www.stpeter-stpauls.wirral.sch.uk

Headteacher – Mr T Wallace

28th February 2023

Ref: Attendance Recording in Little Acorns

Dear Parents and Carers of Little Acorns

I am sure you will appreciate that safeguarding your child(ren) is of paramount importance in our school and monitoring attendance is part of this.

As your child attends our Early Years setting and are below the age of 5 we are aware that they are not legally required to attend school every day. On admission to the setting a weekly attendance pattern was set up for your child to accommodate your preferred attendance days. To help us accurately record these attendance days we would ask that you contact us by 9.30am giving a reason for your child's absence if they will be off on a day they are due to attend.

This can be done by any of the following:

- By leaving a message on the school absence line - 0151 639 2991 opt 1
- By sending an email to the school office schooloffice@stpeter-stpauls.wirral.sch.uk
- By leaving a message with a member of the nursery or office staff

Please be aware that we have a duty to follow up any absences where we have no reason for a child being away from school. The procedure for this is a message or phone call from our attendance clerk.

I trust you will understand the school's position in this matter, however if you have any queries regarding this please contact the school office.

Yours sincerely

Mr T Wallace
Headteacher