

Christ Church C.E Infant School and Nursery,
Shaw Lane ,
Tettenhall Wood,
Wolverhampton, WV6 8EL
Telephone 01902 558945
christchurchinfantschooltw@wolverhampton.gov.uk
Mrs R Lunn – Head of School



Christ Church C.E. Junior School
Woodcote Road,
Tettenhall Wood,
Wolverhampton, WV6 8LG
Telephone: 01902 558700
christchurchjuniorschool@wolverhampton.gov.uk
Mrs J Nash – Head of School

Mrs S Blower Executive Head Teacher
Website: www.christchurchfederation.co.uk

**Our Christian Vision- Grow and learn together with God by our side.
Our Core Christian Values- Kindness, perseverance, love, respect, honesty, friendship.**

Dear Parent/Carer

Your child's attendance is currently below 96%.

We appreciate that you may have contacted school to report absences, and we hope that this continues. We also appreciate that we may have spoken to you about this issue recently, however, it is school policy that we keep you informed of your child's current attendance. All parents will be informed monthly if their child's attendance falls below 96%. Good school attendance is the basis for a good education and the opportunity for your child to meet their potential.

Required Steps:

- Contact school on every day of absence and report the reason for your child's absence.
- If you have any available medical evidence of illness: this could be a GP appointment card with name/date/time clearly stated, prescription, medical packaging, medication or hospital letter/appointment letter, please provide a copy to the school office.

The above information will be needed in order to authorise any absences in the future.

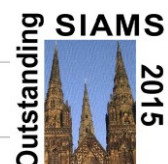
Holidays should not be planned or taken in school time unless there are exceptional circumstances. An application must be made to the school to take a child out of school during term time.

Yours sincerely

Mrs Blower
Executive Head Teacher



SCHOOL
MEMBER



WOLVERHAMPTON EDUCATION COMMITTEE