

2024/2025 Cohort

Dear Parents/Carers

We hope your child is looking forward to joining us in September 2024 and that their transition into Year 7 is positive and enjoyable.

The purpose of this letter is to introduce families to the school's attendance procedures as well as outlining our expectations with regards to attendance and punctuality.

Maintaining excellent attendance is integral to students achieving outstanding progress during their time at school and allows students to access the opportunities on offer throughout their secondary education.

**At Chilmington Green School the target for all students is 100% attendance. The minimum expectation that we have for students is 97% attendance – this equates to 6 days off out of 184 term time days.**

As a school we aim to support and celebrate students and their families with their attendance. All students with attendance above 97% at the end of a term will be entered into a prize raffle for their commitment and effort to maintaining high standards.

All students that achieve the school's minimum expectation by the end of the academic year will also be invited to attend a celebration trip – an invitation will also be subject to students meeting the behaviour expectations within the school.

Where a student's attendance falls below 90%, our attendance team will communicate with you via one of our staged letters. We will of course be in touch with you prior to this should we feel your child's attendance is declining below 97%. The purpose of these letters are to acknowledge that there may be a need for additional support to improve their attendance. 90% is a significant figure for us as this is the level at which the government classes students as being a ***persistent absentee***. The aim upon receipt of one of our staged letters is to see an improvement in attendance but where this does not occur it may be appropriate to progress to the next level of attendance intervention and support.

We understand that some medical appointments are beyond the control of parents/carers but we please ask that any appointments are made outside of school hours so as to not impact upon your child's attendance. We would also expect your child to return to school before/after their appointment time.

Year 7 students must enter via the student entrance gate by 8:35am. Students will be required to attend a lunchtime late detention if they arrive late and without a valid reason.

Where your child is going to be absent from school we please ask that you call the school by 8am on each day of absence on the following number [01233 438774](tel:01233438774), providing a detailed reason for their absence and, where possible, supporting this with medical evidence. Alternatively please email our attendance team on [attendance@chilmingtongreenschool.org.uk](mailto:attendance@chilmingtongreenschool.org.uk).

**Principal: Mr Jon Rutland**

We are able to hold medication with your written permission at school (pain relief/prescribed medication) to support you further. Please come into reception and complete a form and leave any medication you feel will support your son/daughter in school.

Should you need to request planned leave for your child we ask you complete an application for term time leave form and give us 15 days prior notice using the following link - [Application for Leave during term time](#).

The NHS have written guidance for parents/carers to support you in making the correct decision if your child is too ill to attend school and you can access this guidance using the following link - [Is my child too ill for school? - NHS \(www.nhs.uk\)](#).

Our attendance policy can be found on the school website [Attendance - Chilmington Green School](#).

We look forward to working closely with you this year. Chilmington Green School takes great pride in supporting students to enable them to go on to achieve outstanding outcomes in Year 7 and beyond.

Yours sincerely,

Mrs L Poynton

Attendance Officer

**Principal: Mr Jon Rutland**