

28<sup>th</sup> September 2023

Dear Parents/Carers

The purpose of this letter is to remind and introduce families to the school's attendance procedures as well as outlining our expectations with regards to attendance and punctuality. Outstanding attendance is integral to students achieving outstanding progress and success during their time at school.

**Here at Chilmington Green School the target for all students is 100% attendance. The minimum expectation that we have for students is 96% attendance – this equates to 1 day of absence in 5 weeks.**

As a school we aim to support and celebrate students and their families with their attendance. Each week all students that achieve 100% attendance will receive a celebration postcard via email to thank them for their efforts.

All students that achieve the school's **96% 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. The purpose of this letter is 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 classifies 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.

Where your child is unfortunately going to be absent from school we please ask that you call the school by 8am on each day of absence, providing a detailed reason for their absence and where possible supporting this with medical evidence.

If your child is due to be absent for an extended period of time we ask that a leave of absence form is completed and delivered to the school in person or via email to [attendance@chilmingtongreenschool.org.uk](mailto:attendance@chilmingtongreenschool.org.uk).

The form and a complete copy of our attendance policy can be found on the school website at [www.chilmingtongreenschool.org.uk/information/attendance](http://www.chilmingtongreenschool.org.uk/information/attendance)

We look forward to working closely with you this year.

Yours sincerely

Jon Rutland

Principal

Chilmington Green School

Chilmington Green School  
Jemmett Road  
Ashford  
Kent  
TN23 4QE  
t: 01233 438800

**Principal:** Mr Jon Rutland