

2024/2025 Cohort

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 in their mid-year and end of year exams.

Here 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.

All students must enter via the student entrance gate by 8:30am. Students will be required to attend a lunchtime late detention if they arrive late and without a valid reason.

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 **97% 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 slipping below our standards of 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 to maintain authorised attendance.

Where your child is unfortunately going to be absent from school we please ask that you call the academy 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 with reason and evidence.

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.

Principal: Mr Jon Rutland



Chilmington Green School

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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 with you this year.

Yours sincerely,

Mrs L Poynton

Attendance Officer

Principal: Mr Jon Rutland

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