

Chelmondiston Church of England Primary School

Woodlands Chelmondiston Ipswich Suffolk IP9 1DT

Telephone: 01473 780576

email: admin@chelmondiston.suffolk.sch.uk

www.chelmondiston.suffolk.sch.uk

Headteacher: Mrs Lesley Etchingham



Thursday 16th April 2026

Dear Parents and Carers,

Attendance Matters

Please find your child's attendance information for the spring term. Your child's attendance certificate will be sent on a separate email.

The law entitles every child of compulsory age to an efficient, full-time education suitable for their age. It is the legal responsibility of every parent to make sure their child receives that education. All children have a legal right to a full-time education. **Where parents decide to have their children registered at a school, they have an additional legal duty to ensure their child attends the school regularly.** Children must attend school every day except in a small number of allowable circumstances.

Statistics show a direct link between under-achievement and absence below 95%. Regular school attenders make better progress, both socially and academically. Children with high attendance also find school routines, school work and friendships easier to cope with.

The school works with our allocated EWO (Education Welfare Officer) to monitor each child's attendance at school. We aim for all our children to have between 98-100%. When attendance falls below this, it can become a concern.

If a child's attendance falls below 95%, it shows that the child's attendance is at risk and it will be monitored. It becomes a higher risk when attendance falls below 93%. If a child's attendance falls below 90%, they are considered as 'persistently absent'. In such cases the school will seek to work alongside families to support them in improving attendance.

Our attendance policy can be found on the policy page of our website:

<https://www.chelmondiston.suffolk.sch.uk/policies/>

Our School Day

Our learning starts at 8:45am. All children must be in their classrooms by this time for the register. The school day ends at 3:15pm.

Punctuality

It is important that children arrive at school on time and are ready to learn. Arriving late can mean that a child starts the day unsettled - this also impacts on the other children in the class.

Chelmondiston safeguards and promotes the welfare of pupils and requires all staff and visitors to share this commitment

Be Respectful, Be Courageous, Be Caring, Be Equal, Be Resilient

Reporting your child's absence

It is the parent/carer's responsibility to inform school when their child is absent. This should be done by calling the office/leaving a message on the school's answer machine or by emailing the office. (Please do not report absence on Tapestry or Dojo as it may not be read during the day). The school must be contacted before 8:45am and a reason must be given.

Medical Appointments

Ideally these will be made for outside of the school day, though we are aware that it can be difficult to get a medical appointment. Appointments for the dentist and optician should be made outside of the school day. For appointments during the school day, parents must request a 'leave of absence form'.

Requesting other 'leaves of absence' in advance

Headteachers can only grant leaves of absence in exceptional circumstances. **Family holidays can no longer be authorised.**

In the exceptional case where families know in advance of a reason why their child may not be able to attend school, they must request a 'Leave of Absence' form from the school office. This must be completed, detailing the reasons.

Please see the Suffolk County Council website for further information about attendance requirements at school.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/school-attendance-and-penalty-notice>

Fixed Penalty Notices may be used to promote good school attendance. More information about FPN's can be found in our policy.

We recommend that you use the table below to see if your child's attendance is a concern.

Number of days absent	Attendance Percentage	Impact	Possible School Actions
0-2 days absent in a school year	99% to 100%	Attendance Levels are Excellent Your child is accessing all learning opportunities	- Celebrate strong attendance during Collective Worship - Termly update for parents
2.5-9 days absent in a school year	96% to 98%	Attendance levels are Good Your child has missed very few learning opportunities	

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9.5-17 days absent in a school year	93% to 95%	Attendance levels are Unsatisfactory Your child is at risk of underachieving due to missed learning	• The school may send an attendance letter home and arrange regular family check ins- • Attendance monitored
18-25 days absent in a school year	90% to 92%	Attendance levels are Poor Your child is at risk of high underachievement due to missed learning	• Attendance letter sent home • Attendance support meeting for family • regular family check-ins by member of staff • Identify support for pupil and family to improve attendance
Over 25 days absent in a school year	Below 90%	Attendance levels are Inadequate Your child is at risk of serious underachievement and is now considered persistently absent	• Attendance letter sent home • Attendance support meeting for family • improving attendance • Daily/weekly check-ins by member of staff • Family action plan to be considered if necessary

Please do not hesitate to contact me if you have any questions or concerns about the above information.

Kind regards

Lesley Etchingham
Headteacher

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