

Chilton Community Primary School

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Headteacher: Mr B Hemmings



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Dear Parents/Carers

I wanted to write regarding unauthorised absences from school following a number of parents who came to see me recently about this.

The schools attendance policy and holiday request form is agreed with all the other local primary schools to ensure consistency and fairness for parents across Stowmarket – this includes Stowmarket High School. The policy allows children up to 5 unauthorised sessions in an academic year. Each school day counts as two sessions, the morning and the afternoon so three days unauthorised would add up to 6 sessions. If a child receives 6 unauthorised absences the parents will receive a fine, which is sent out by the LEA.

With regard to authorising holidays, in line with the other local schools, there are very few extenuating circumstances which will allow holidays to be authorised. The basic principle is that if an event could have been organised in a school holiday it will not be authorised.

It has been mentioned that some parents were unaware of the number of absences their child had accumulated. I would encourage all parents to use the e-schools website or the app which allows parents to easily see their child's attendance and any unauthorised absences they may have accumulated.

Children arriving to school after 8:45 are late and are given a late mark. With regards to children being late *after* the registers are closed at 9:00 this will be marked as an unauthorised absence. If parents feel there are reasons why the absence should be authorised they need to inform the office who will refer this on to the Educational Welfare Officer. The e-schools app or parent's page on the website will inform parents as to whether absences are unauthorised or not.

We are working hard to encourage children to get good attendance. We give the class with the highest attendance a trophy in assembly every week, classes receive rewards when they accumulate a number of points linked to attendance and each term, all the children who achieve 100% attendance that term are invited to a special 'family film night'.

I hope this provides greater clarity for everybody moving forward.

If you have any queries, please do not hesitate to get in touch.

Yours sincerely

Mr B Hemmings