

**Chesterfield Primary School**  
Chesterfield Road  
Enfield  
EN3 6BG  
01992 760 678  
**Head of School: Kelly Gradwell**  
**Executive Headteacher: Zoe Hussain**



**21<sup>st</sup> February 2022**

Dear Parents,

Since the start of the pandemic in March 2020, children have missed out on a lot of face-to-face learning in school. Our priority is to ensure that all the children at Chesterfield attend school daily and we would like to work in partnership with parents to make sure this happens. We are committed to providing your child with an excellent education. The building blocks of a great education begin with all children coming to school each and every day. Regular school attendance is vital and missing school days can have a big impact on a child's future.

We work closely with the Education Welfare Service to support families and we monitor your child's attendance and punctuality on a regular basis.

We do understand that many children will be unwell at some stage during the year but research has shown that there is a direct link between attendance, punctuality and attainment and so, as you might expect, the children who achieve well at school are those with a high level of attendance who arrive at school on time.

One way of helping your child achieve their full potential is to ensure that they are not absent from school for any reason other than **illness, medical emergencies, religious observance** or **completely unavoidable circumstances**.

**Booking Medical Appointments** We would ask you to please make all **non-urgent** medical and dental appointments outside of school hours or during the school holidays.

**Travelling Abroad/Holidays** We will not be authorising any holidays unless there are exceptional circumstances. We have 13 weeks holiday each year and therefore ask you to take your holidays during those weeks. If there are exceptional circumstances please put your request in writing to the school, outlining those circumstances, **before you book tickets**.

### **Reporting Absence**

If your child is going to be absent, please call or email the school in the morning with the reason for their absence. If we have not heard from you by **9.30am** we will contact you.

Email: [office@chesterfieldprimaryelt.org](mailto:office@chesterfieldprimaryelt.org) Web: [www.chesterfieldprimaryschool.co.uk](http://www.chesterfieldprimaryschool.co.uk)

Chief Executive Officer: Androulla Nicou

Chesterfield Primary School is part of the ELT Partnership.

The ELT Partnership is a charitable company limited by guarantee and registered in England and Wales.

Registered Office: Hazelbury Primary School, Hazelbury Road, Edmonton, London, N9 9TT.

Company Number: 10309116

## Punctuality

It is crucial that your child arrives on time for school. **10 minutes lateness each day** amounts to **6 days lost education** over the year. It is also very difficult and embarrassing for a child to enter a classroom when all the other children are settled and involved in their learning. Arriving late is not a good start to the day for your child. We would like to remind you that **the day starts at 8.50am**. The gates **will open at 8.50am** and **close at 9.05am**. If your child is late you must bring them to the school office and **let staff know the reason for their lateness**.

I would like to remind you that the school day finishes **at 3:15pm**. Please let us know if you are unavoidably delayed and if possible, make alternative arrangements for the collection of your child.

If for any reason you are having difficulty bringing your child to school or you wish to discuss any issues regarding attendance, please do not hesitate to contact me.

Kind Regards

Androulla Georgiou

Deputy Headteacher

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