



# St Edmund's and St Joseph's Catholic Primary Schools

Executive Headteacher: Maria Kemble  
Chair of Governors: Dr Christopher Oldroyd

Westgate Street, Bury St Edmunds,  
Suffolk, IP33 1QG  
Tel: 01284 755141  
Email: [office@st-edmunds.suffolk.sch.uk](mailto:office@st-edmunds.suffolk.sch.uk)

*"We learn together in God's love by  
encouraging and supporting one another."*

Beaconsfield Road, Sudbury, Suffolk,  
CO10 1JP  
Tel: 01787 373365 Fax: 01787 882195  
Email: [admin@st-josephs.suffolk.sch.uk](mailto:admin@st-josephs.suffolk.sch.uk)

---

office/documents 1/learning conversations/st eds/spring 24 lcs/letter for parents.doc

13<sup>th</sup> February 2024

Dear Parents,

As part of the learning conversation process, we are sharing your child's attendance certificate. We are keen to work with you to identify reasons for absence and offer support where needed. Regular attendance and punctuality, contribute to successful learning and good progress and we want to ensure every child is able to achieve.

We appreciate there are some instances when your child may not be able to attend school due to ill health or exceptional circumstances. These should be rare and where they become more frequent we will work with you to help support you and your child.

Expected attendance is 95% and above. If attendance falls below 90% further advice and support will be sought from the Education Welfare Officer.

Please have a look at your child's certificate and contact me if you feel you would like to discuss this further.

Yours sincerely,

Maria Kemble  
Executive Headteacher