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EASTRY CHURCH OF ENGLAND  
PRIMARY SCHOOL  
COOKS LEA  
EASTRY  
SANDWICH  
KENT  
CT13 0LR

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Monday 9<sup>th</sup> September 2024

Dear parents/ carers.

I wanted to take the opportunity to send a reminder about our attendance expectations and our policies and procedures in relation to student absence.

Attendance at school is important and research shows that missing school has a significant impact on achievement at school, children's self-esteem and ability to establish secure relationships. At Eastry, we encourage all pupils to strive for 100% attendance; every day and every lesson counts. Our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

The law requires parents/carers to ensure that their child attends school regularly. All schools in the country must follow Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. Dental and medical appointments should be made outside of school hours where possible. Term time holidays are also not permitted and moving forward penalty notices will be sought.

If your child is unable to attend school for any reason, for safeguarding purposes it is imperative that you phone the school or email [office@eastry.kent.sch.uk](mailto:office@eastry.kent.sch.uk) before 9.00am to inform us. Please ensure that your contact details are correct and be aware that if we have not heard from you by 9:00am, we will be contacting you and if necessary the other persons that you have given as contacts.

When absence first becomes a concern, we will send an attendance letter to parents / carers. If absence continues, we will invite you in for a meeting with the school to put an action plan in place to improve attendance. This may be with the local PIAS attendance officer. In line with our policy if a child has 10 or more unauthorised sessions (each day is 2 sessions, morning and afternoon) in a 100-day period we will seek a penalty notice including for holidays.

I must also remind you that the school gate opens at 8:35am and that the register is taken at 8:50am. If your child arrives after this time they must be taken by a parent or carer to the school office. As you will appreciate, a pupil's lateness can seriously disrupt their learning and if a child is repeatedly late, you will be asked to attend a meeting to discuss how to improve punctuality.

If there are any issues preventing attendance we want to work with you to get your child into school. Please speak to myself or Tracy Inglis Family Liaison Officer. Thank you for your support.

Kind regards



Sarah Moss  
Headteacher

