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

24th May 2023

Dear Parents and Carers,

Notification of Pupil Absence

Thank you to all those parents and carers who notify the school when their child is absent due to ill health.

As you will be aware it is the school's policy that all parents or carers let us know if their child is going to be absent from school each day. Parents are asked to either ring the school on 01304 611360 or email office@eastry.kent.sch.uk by 9.00am if your child is going to be absent. Please be advised that the school has two telephone lines as well as an answer phone so messages can be left but please provide the full reason for your child's absence. **Please do not sent notification of your child's absence by ClassDojo as teachers are not able to look at ClassDojo whilst teaching in class.**

Unfortunately, a lot of time is spent by staff each day trying to get hold of parents when their child doesn't arrive to school and we haven't been notified of their absence. As I am sure you will appreciate, this poses a safeguarding concern. If we do not receive notification of a reason for your child's absence this will be marked as unauthorised although, in order to safeguard your child, we will continue to try and get hold of parents and other contacts on pupil records. Although we understand that occasionally there may be exceptional circumstances why you may not have been able to contact the school by 9.00am, any parents or carers who repeatedly do not inform the school of their child's absence may be referred to the Attendance and Inclusion Service.

Thank you for your continued support.

Kind regards,

A handwritten signature in blue ink, appearing to read 'NGarvey', followed by a horizontal line.

Neil Garvey
Headteacher