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Dear Parents/ Carers,

New guidance has come out from County regarding schools approach to attendance.

Each term parents of children who have missed over 10% of their school days will be informed by letter. County have set 10% of absence as being 'at risk of persistent absence'.

We still want you to keep your child at home if they are ill so please do not think we want them to come into school if they are poorly. However a number of children are also absent for holidays, family day trips, and tiredness from family events.

East Sussex have recognised that their schools attendance is not as high as their statistical neighbours and have actioned procedures to help reduce absence. I have therefore attached the new 'Withdrawal from Learning Application' form which replaces the 'Application for leave of absence during term time' form. Please make sure that you complete this in future. A copy of this is on our website under information.

You have also been given an Attendance Contract to sign and return to school. This is a commitment from school, parents and child to recognise the importance of attendance and the potential impact of absence.

It is hoped that with raised awareness of your child's attendance we can improve our school absence rate and this will impact on pupil progress.

There may be occasions when absence is not due to any of the above reasons. Please can I reassure you that we are happy to discuss any concerns you may have about your child's attendance as we want to support your child in the best way we can. You can make an appointment with their class teacher or myself to discuss any issues you would like to share.

Thank you for your support.

Yours sincerely

Mrs Rachel West

Headteacher