



Eastbrook Primary Academy

Headteacher: Mrs J Sherlock

Tel: 01273 874050

Email: office@eastbrook.w-sussex.sch.uk

Website: www.eastbrook.w-sussex.sch.uk



Monday 15th January, 2018

Dear Parents/Carers,

Attendance Update

As a school we aim to promote a high level of awareness of the need for regular and prompt attendance. Our target for attendance is **96% or better**. In order to further improve our attendance, we have updated our Attendance and Punctuality Policy and a copy of this can be found on our website. We have also produced a leaflet to share some of the key messages which is included with this letter.

Requesting term time absence

To ensure we have all of the relevant information we have also changed the way that families need to request term time absence. Previously this has involved writing a letter explaining why you would like your child to have time off. To make the process simpler, and to ensure a more consistent approach, we have created a form. This will be available from January and can be downloaded from our website under 'letters' or obtained from the school office. This form must be completed before the planned absence and with enough time for the headteacher to respond.

Rewards for attendance

We have also decided to alter our attendance awards. We are aware that children do become ill from time to time and days off for sickness cannot always be avoided. To recognise this, children who achieve an attendance of 96% or better during a term, will be given one of three certificates:

- Bronze certificate for children who achieve 96-97% attendance
- Silver certificate for children who achieve 98-99% attendance
- Gold certificate and badge for children who achieve 100% attendance

This allows us to congratulate every child who has reached the attendance target.

Thank you for your continued support in this matter.

Natalie Lay

Assistant Head