



MERIDIAN COMMUNITY PRIMARY SCHOOL AND NURSERY

Learning for Life



September 2020

Dear Parents and carers,

It has been lovely having the children back at school and great to see them happily playing with their friends and excited about their learning.

As you will be aware, the Government said that from September, schools are open for a full return for all children. We had a great start to the school year with 96.6% attendance in the first week- amazing!

We know that there are additional challenges for everyone this year as a result of the pandemic so the attendance team felt that now would be a good time to remind everyone of our school attendance procedures.

- If your child is absent from school, please call our school absence line by 9.15am and leave a message with your child's name, class and reason for absence. The absence line is open 24 hours.
- Please leave a message on the absence line for each day your child is off school. It may become a safeguarding issue if we do not hear from parents and carers.
- On return to school, please provide a handwritten note explaining the absence. This can be passed to the class teacher or teaching assistant. This includes for any absence related to Covid-19.
- If the school do not receive a letter on the child's return, the absence is recorded as unauthorised. This is the case even if you have phoned the school absence line.
- If your child has a medical appointment, please bring in an appointment card or letter to confirm this. Where possible, please bring this in in advance of the appointment. Children can still attend school in the morning or afternoon of the day they have an appointment.
- We have a responsibility to monitor pupil attendance and do this in line with East Sussex County Council expectations. This means that if your child's attendance drops below 96% you may receive a letter or a call from a member of the attendance team. This is to let you know that attendance has dipped and is an offer of support.

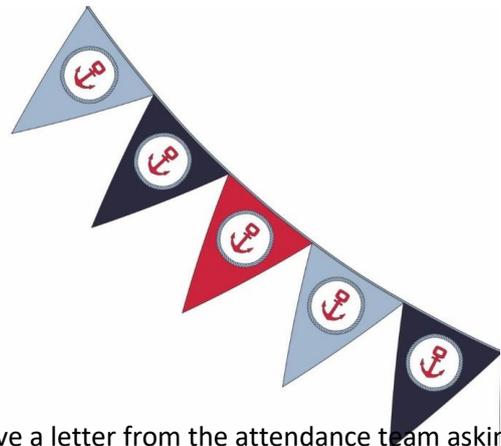
Headteacher - Claire Westcott
Roderick Avenue North, Peacehaven
East Sussex BN10 8BZ
Telephone: 01273 584212
e-mail: office@meridian.e-sussex.sch.uk
web: www.meridianschool.co.uk





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- If your child has 3 separate periods of absence, you may receive a letter from the attendance team asking you to provide medical evidence for any absence moving forwards. This is in line with other schools across East Sussex. Failure to provide evidence will mean that the absence is unauthorised. We appreciate it is not easy to get face to face appointments with your GP at the moment however, GP surgeries are continuing to provide consultations via phone and in person where necessary.
- If attendance continues to drop, it may result in a referral to the Education Welfare Officer.

We appreciate that many of you may be asked to isolate as a result of contact with a suspected or positive case of COVID-19. Please communicate with the school and the attendance team to keep us informed.

We have a new member of staff in our attendance team this year. Mrs Gemma Kirton will be working with families and children to improve attendance across the school and offer support and advice to parents/carers.

Please remember that if you have any questions or concerns, you can arrange to speak with a member of the Attendance Team: Claire Erridge (EWO), Laura Miles (Assistant Head), Jacqui Dray (Attendance Officer) or Gemma Kirton (Behaviour and Learning Support Assistant).

Kind regards,

The Attendance Team

Headteacher - Claire Westcott
Roderick Avenue North, Peacehaven
East Sussex BN10 8BZ
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e-mail: office@meridian.e-sussex.sch.uk
web: www.meridianschool.co.uk

