



Leigh Church of England Academy

Aim ever higher

Plants Hill Crescent, Tile Hill, Coventry, CV4 9RQ

Telephone: 024 76464475

Executive Head Teacher: Mrs L Lee

Email: school.office@leigh.covmat.org

Monday 29th September 2025

Dear Parents and Carers,

Re: Importance of School Attendance

I am writing to remind all families of the vital importance of regular school attendance and the impact it has on your child's learning, wellbeing, and future success.

At Leigh, we are committed to providing the best possible education for every child. However, this can only be achieved if children are in school consistently and on time. Absences, even when occasional, can disrupt learning and make it harder for children to keep up with their peers. We understand that children may sometimes be unwell or have exceptional circumstances that prevent attendance. In such cases, we ask that you inform the school as soon as possible and provide any necessary documentation. As always, all non-emergency medical appointments must be made outside of school times and children should not be collected early from school.

However, we must also remind you that unauthorised absences—including holidays taken during term time—can result in formal action. In line with local authority guidance, we may pursue a **Penalty Notice (fine)** if a child has unauthorised absences that meet the threshold for intervention. We will be considering attendance history for pupils when making these decisions.

We would much prefer to work in partnership with families to support good attendance, and we are here to help if you are experiencing any difficulties. Please do not hesitate to contact us if you need support or advice.

Thank you for your continued cooperation and for helping us ensure that every child receives the education they deserve.

Kind regards,

Mrs Sarah Tyrell
Head of School



Part of the Diocese of Coventry Multi Academy Trust
An exempt charity and a company limited by guarantee, registered in England and Wales No 8422015.
Registered Office: The Benn Education Centre, Claremont Road, Rugby, CV21 3LU

