



Leigh C of E Academy Parent Quick Guide – Attendance and Punctuality



There is a direct link between attendance and children's progress in school – socially and academically. Our aim is to encourage the highest possible attendance for all our pupils.

Academy Attendance Target = 97%

A child is considered persistently absent when attendance falls below 90%.

Parent/Carer responsibilities:

- Ensure children attend school and arrive on time (**8.30am for Nursery and their siblings; 8.45am for all other pupils; Gates and registers close at 9am**).
- Complete a Leave of Absence request form **at least two weeks** in advance of any planned absence – this will only be granted by the Headteacher in exceptional circumstances
- Inform the academy immediately of the reason for any absence via telephone (**024 76464475**) or email (**school.office@leigh.covmat.org**)
- If arriving late, sign in using the ipad at the school office giving a reason.
- Take annual leave during school holidays
- Book non-urgent medical or other appointments out of academy hours
- Provide proof of medical appointments that can only be attended during the academy day in advance of the absence
- Encourage and support good bedtime and morning routines for children
- Contact the Learning Mentor if there are any ongoing issues around attendance.
- Attend meetings if concerns are identified, implementing any agreed actions.

Pupil responsibilities: Please support your child to understand their responsibilities

- Develop their own motivation for attending regularly
- Support parents to arrive at school on time by developing independence in their morning routine
- Understand the importance of good attendance and punctuality
- Discuss concerns about their attendance or punctuality with a trusted adult within the academy.

You can expect the academy to contact you if:

- You have not given a reason for absence or late arrival.
- We have concerns about a family and need to check on your welfare
- Attendance or punctuality falls unexpectedly
- Attendance or punctuality remains low
- There are patterns of absence
- We require medical evidence of appointments
- We have reason to believe that reasons for absence may not be accurate

If attendance is below 95%, you will be contacted more formally with letters, telephone calls, meetings, targets and action plans in order to provide support and improve attendance. Persistently low attendance with limited improvement may lead to referrals to outside agencies, multi-agency meetings, social care involvement, court proceedings and fixed penalty notices. Children whose recognised long term medical conditions impact their attendance will never be penalised for their lower attendance – we will work with our families and outside agencies to ensure that these pupils attend school as much as they are able to.

Academy Attendance Team – Can be contacted through the school office via telephone or email



Mrs Sarah Tyrell
Inclusion Lead



Mrs Annie Goddard
Learning Mentor



Miss Hannah Cadden
Operational Administrator