

Leighton Academy

Minshull New Road
Crewe
Cheshire
CW1 3PP

01270 814016

admin@leighton.cheshire.sch.uk

www.leightonacademy.com



Date: 09.01.2026

Re: School Attendance Procedures

Dear Parent/Carer,

Happy New Year! As we start this new term, we want to remind everyone the importance and the benefits of children accessing their education in school every day, where possible.

At Leighton Academy, we believe that **everyday matters**, because consistent attendance helps children in a magnitude of ways; to learn, secure friendships and enjoy all the exciting, enriching opportunities that school offers. We are committed to working alongside every family to ensure our minimum expectation of at least 96% attendance for every child, is a target which we meet.

What Does This Mean?

- **Children attend school every day** unless your child is genuinely ill or there is a mitigating circumstance.
- **Let school know** if there is anything making it difficult for your child to attend – we're here to help. You can speak to Miss Lockitt regarding any concerns.
- **Work with school** should we contact you about attendance – it is always with good intention.

School Attendance Steps / Policy:

We have an effective attendance monitoring system in place, backed by our Trust, which enables us to support low attendance where needed, and challenge the choices of parents/carers who give low priority to school attendance.

If your child's attendance declines, we'll take these steps:

1. **Letter 1** – If attendance drops below 96%, we will send a letter to alert you.
2. **Letter 2 and Raising Attendance Plan** – If attendance doesn't improve, we'll work with you to plan how we can both ensure your child is attending school.
3. **Letter 3 and Meeting** – A meeting with school leaders to talk about how we can help.
4. **Notice to Improve** – If attendance still doesn't get better, the Local Authority may get involved.

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What Legal Involvement Means:

In some situations, poor attendance can lead to fines from the local authority. This may happen for taking a holiday during term time, having 5 days of unauthorised absences or U codes (where the child is late after the register closes) within a 10-day period.

Please see initial fine totals below:

- **£80 per parent per child** (if paid within 21 days)
- **£160 per parent per child** (if paid within 28 days)

We want to work together to avoid any legal action. **It is crucial that, if your child does need to be absent, you alert the school with a reason as to why prior to 9:00am each day of absence, even if the reason is the same.**

How School Can Help:

If you're finding it hard to get your child to school, please talk to us. We can help with:

- Support for emotional well-being
- Help with routines
- Advice for medical or SEND needs
- Referrals to external agencies who can also support you.

Thank you for working with us to make sure every child at Leighton Academy has the best start to the year.

Yours sincerely,

Mrs S Thompson
Principal