



Leighton Academy

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Principal: Mrs S Thompson BA (Hons) NPQH



ATTENDANCE MATTERS

In line with our Attendance Policy, attendance is monitored very closely, and as a school we are required to record all authorised and unauthorised absences and monitor accordingly. Section 7 of the Education Act 1996 states that: “The parent of every child of compulsory school age shall cause him/her to receive efficient full time education either by regular attendance at school or otherwise”.

As stated in our Attendance Management policy: ‘Children are expected to attend school for the full 190 days of the academic year, unless there is good reason for absence.

There are two types of absence:

- Authorised (where the school approves a learner’s absence)
- Unauthorised (where school will not approve the absence)

Parents will be asked to telephone or notify the school every day that their child is absent or ill as part of fulfilling the schools safeguarding requirements. The school office will make telephone contact with home when a child is absent and the parent has not notified the school of the absence. If no contact can be achieved or the reason for absence is not accepted, the absence will be unauthorised.’

Penalties for Unauthorised Absences		
Timeline	One child	Two children
Paid within 21 days	£60 per parent – initially	£60 per child - £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child - £240 per parent
After 28 days	A summons to appear before the Magistrates’ Court on the grounds you have failed to secure your child’s regular attendance	A summons to appear before the Magistrates’ Court on the grounds you have failed to secure your child’s regular attendance

Any medical absences in excess of 5 days (10 sessions) per academic year will need to be supported by medical evidence. This does not have to be a doctor’s note but can be prescriptions, medication or appointment cards. If no medical evidence is received then the absence will be coded as unauthorised.

All our policies are available for you to read on our academy website. If you have any concerns or need any support with any matters relating to your child’s attendance, please don’t hesitate to contact us to discuss this.

We thank you for supporting the academy in this drive to improve attendance.

