

5th November 2014

CPS/VLU/ATT&PUNCT112014

Dear Parents/Carers

Re: Attendance and Punctuality

We are pleased to announce that the attendance at The Leigh Academy for the 2013-14 Academic Year was 95% thereby meeting the national set target by the Department for Education.

In order to maintain this figure this year we would like to remind you that absence from education, including holidays should not be booked during term-time. This is detrimental to students as they will fall behind with their learning. We would therefore like to inform you that if students have 5 unauthorised absences in a term (two modules) then we will follow the National Guidelines and a referral will be made to the Education Welfare Services who may issue Parents/Carers with a Fixed Penalty Notice which could result in a fine of £60 per Parent/Carer. If your child is unwell, please phone your College Admin Office on the first day and each day of absence and provide a note in your child's planner on their return.

Additionally, we would like to remind you that lessons begin at 8:30am every day and therefore students need to be at The Leigh by 8:20am. If students arrive into The Academy after 8:30am they will need to sign in at main Reception. The late arrival of students is being monitored and will result in a late detention being set for the following Wednesday afternoon. Students will be set a 10 minute detention for each morning that they are late. They will be informed of this via a note in their planner. If a student's punctuality continues to be a concern then Parents/Carers will receive a letter and a referral to the Education Welfare Service may be made.

Thank you in advance for your support in ensuring your child's attendance and punctuality to The Leigh Academy is exemplary.

Yours faithfully



Joe Swash
Brunel College



Julia Collins
Chaucer College



Sharon Waterman
Darwin College



Faye McGill
Da Vinci College