

Punctuality

Pupils are expected to arrive at the academy by 8:45am each day.

Pupils arriving after this time will be marked as late or absent.

Arrival Time	Information	Code
Arrival between 8:45am and 9:15am (morning) and 1:10pm and 1:20pm (afternoon)	Pupils who arrive after registers are taken but before registers close are marked as present, but late.	L
Arrival after 9:15am (morning) and 1:20pm (afternoon)	Pupils who arrive after registers close will be marked as unauthorised absent (unless a satisfactory reason is given, e.g. doctors appointment).	U

Questions and Support

Further information can be found in the Leigh Academy High Halstow Attendance Policy, which is available online at: <https://leighacademyhighhalstow.org.uk/about/policies/>

If you would like any advice and/or support in relation to your child's attendance or punctuality, please contact the school office to arrange a meeting with your child's class teacher or the Attendance Lead (Miss Limb — Assistant Principal).

The school office can be contacted by email at:

info@highhalstow.latrust.org.uk

Or by telephone at: 01634 251098

Alternatively, you can send the school office a message via the MCAS app.



Leigh Academy
High Halstow

Attendance and Punctuality Guidance for Parents and Carers



Leave During Term-Time

Regulations only allow for authorised absence (leave) in “exceptional circumstances”.

Leave of absence for family holidays **will not be authorised**, and leave **cannot be authorised retrospectively**.

Unexpected Absence

Unexpected absences, such as for illness, must be reported to the school office by **9am on the first day of absence** in order to be authorised.

Absences for other medical reasons, such as appointments, must also be reported to the school office **in advance** of the appointment. **Evidence** may be requested to authorise absence.

Unauthorised Absence

If a pupil has 10 sessions (5 days) of **unauthorised absence** within a 10-week period the pupil’s parent(s)/carer(s) may receive a ‘Notice to Improve’ via email or letter.

This notification will set out the expectations and period notice for the **improvement of attendance** such as 'no further unauthorised absences'. Should the expectations not be met in the improvement period, then a **Penalty Notice** may then be requested by the school and issued by the Local Authority (LA) to each parent/carers responsible for the child.

Attendance Support and Intervention

The Department for Education has introduced new statutory guidance, effective from August 2024, aimed at **reducing term-time holidays** and **unauthorised absences**, and **supporting families** whose children are struggling to attend, and emphasises a ‘**Support First**’ ethos.

If attendance is a concern, a **meeting** will be arranged so that barriers to attendance can be understood, and **appropriate support** can be put in place. If you are concerned about your child’s attendance or punctuality and would like support, please contact the school office to arrange an attendance support meeting.

Where voluntary support has not been effective and/or has not been engaged with, we will work with partners, including the local authority, to **formalise** and intensify the support.

There are 175 non-academy days each year.

190 academy	186 days of	182 days of	180 days of	171 days of	<170 days of
100%	98%	96%	95%	90%	<90%
Excellent	Good	Satisfactory	At risk of Persistent Absence	Persistent Absence	Persistent Absence
Perfect attendance!	Excellent attendance!	Support to reduce absence is available.	School-based support will be offered.	Support from other agencies will be considered.	If no improvement, support may be formalised.