

Leighton Middle School attendance

Missing school is missing out!

Attending school every day = 100% This is celebrated!! We want your child to be in school 😊

An average attendance of **80%** or less across a child's school career adds up to missing **2 years** from school.

Being late for school reduces learning time:

5 minutes late every day = 3 days of learning each year lost.

15 minutes late every day = 2 weeks of learning each year lost.

Poor punctuality is not acceptable.

The school day starts at 8.35am and we expect your child to be in school at that time. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. If your child has a persistent late record you may be asked to meet with a member of staff.

Authorised and unauthorised absence

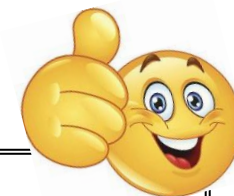
If your child is absent and school either does not receive an explanation from you, or considers the explanation unsatisfactory, your child's absence will be recorded as 'unauthorised'. Most absences for acceptable reasons will be authorised by the school (including but not limited to):

- A period of sickness;
- Unavoidable medical or dental appointments (if possible, arrange these for after school or during school holidays);
- Days of religious observance.

What can you do to help to improve your child's attendance and punctuality?

- Follow the school procedures for reporting absence and always let the school know of any days your child cannot attend. Always contact the school on the first day of absence.
- Make sure your child knows that you expect them to attend school regularly and that you will not allow them to be absent from school without good reason.
- Where possible, always make medical and dental appointments out of school time.
- Be alert for any particular reason that your child does not want to attend school and report any concerns or problems at school as soon as possible.
- Ensure that your child is at school on time and if the late arrival of your child at school is reported to you, address the matter with them and take steps to resolve the lateness.

0 lessons missed	100%	PERFECTION
7 school days off each year	96%	Very Good
11 school days off each year	94%	Needs to Improve
1 month off each year	90%	Concerns
2 months off each year	80%	Serious Concerns





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More time in school means more time to learn, develop and grow to be the best version of you!

96-100%

Excellent/
good

•Excellent attendance!

•ACTION: daily attendance and absence monitoring

90-95%

Cause for
concern

•11 school days missed in a year (55 lessons)

•ACTION: School monitor whole school attendance weekly and track patterns.

•Form tutor and Head of Year will discuss attendance and monitor punctuality. Pupils who are regularly late are also at risk of FPN (fixed penalty notice).

•When attendance drops below 92%, the school will start to monitor your child's attendance, parents may be contacted by the school office, Form Tutor or Head of Year as a well-being check, be asked when we can expect them to return to school and if there is any support needed. This contact may be via email or phone call.

85-89%

Unsatisfactory

•1 month off each year (100 lessons)

•ACTION: School and local authority attendance monitoring

•The school will send parents a supportive letter when a pupil's overall attendance has fallen below 90%. The aim of this intervention is to support you and your child to improve and stabilise your child's attendance; we have a range of strategies that may help

•If attendance/lateness has shown improvement after two weeks, attendance will continue to be monitored until 95% target is reached.

•The school may decide that due to the absences your child has had from school, medical evidence will be asked for, for each future absence. This can be in the form of an appointment card, copy of a text message confirming an appointment for example.

•The school may also apply for an FPN or formal attendance monitoring/notice to improve (NTI) through the Access and Inclusion Officer at the Local Authority.

•School may implement an attendance contract from this point on.

Below 85%

Critical

•2 months of school missed each year (200 lessons)

•ACTION: Local authority action and attendance officer involvement

•The school may make a referral to the Access and Inclusion Officer at the Local Authority if your child has poor school attendance/punctuality or there is concern that you are failing to ensure that your child attends school regularly. It is an offence if you fail to ensure that your child attends school regularly.

•If the LA decide that an offence has been committed they may issue a Fixed Penalty Notice. (More details of new procedures for this on attached poster.)

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EVERY SCHOOL DAY MATTERS

Penalty Notice Fines for absence from school are changing

From 19th August 2024 Penalty Notice fines increase to £160 for each parent, for each child.

You can be fined if your child has a total of 5 days of unauthorised absences in 10 school weeks, for things like:

- being late after the register has closed
- truancy
- taking a holiday without permission from the school
- or if a headteacher isn't satisfied for the reason for missing school

Over a rolling 3-year period the sanctions are:

- 1st offence – £160 reduced to £80 if paid within 21 days
- 2nd offence – £160
- 3rd offence – Court hearing and up to £2,500 fine, or up to 3 months in prison and a criminal record

For more information go to:
www.centralbedfordshire.gov.uk/missing-school

Leave of Absence and Fixed Penalty Notices (FPN)

To request time away from school, please complete the Leave of Absence form available on our website. Every application is considered on its own merits.

Under national regulations, parents risk receiving a Fixed Penalty Notice (FPN) from Central Bedfordshire Council for unauthorised family holidays, persistent absence, or persistent lateness.

- **The National Threshold:** An FPN is triggered if a child misses 10 or more sessions (5 school days) to unauthorised absence within a rolling 10-school-week period.
- **Notice to Improve:** For patterns of poor attendance, parents may receive a formal Notice to Improve. This grants a final **30-school-day window** to improve attendance; if no further unauthorised absences occur, a fine will not be issued.
- **Term-Time Holidays:** FPNs will be requested for unauthorised term-time holidays regardless of whether a form was submitted.
- **Unconfirmed Holiday Absences:** If the school has valid reason to believe an absence is an unauthorised holiday—such as pupil disclosures, sibling absences elsewhere, or a lack of medical evidence adjacent to a school holiday—it will be coded as an unauthorised holiday (Code G) and escalated for enforcement if the national threshold is met.