



EVERY DAY COUNTS

A parent and carer guide to attendance and punctuality | 2026-27

Our shared aim: 96% attendance or above

Regular attendance helps children learn, build friendships, feel settled and make the most of school. We understand that barriers can be complex. Please speak to us early so that we can listen, understand and help.

The essentials at a glance

ARRIVE READY	REPORT ABSENCE	KEEP US UPDATED
Doors open at 8:45am. Children should be in class and ready to learn. Morning register: 9:00am Register closes: 9:30am	Call school before 8:45am on the first day and every day your child is absent. Give a clear reason. School office: 01484 600384	Provide current contact details and more than one emergency number. Tell us promptly if anything changes. office@lepton.enhanceacad.org.uk

If your child is absent

- Telephone before 8:45am each day of absence. - Explain why your child is absent and when you expect them to return. - For medical or dental appointments, arrange outside school hours where possible. If this is not possible, provide appointment details and return your child for the rest of the day.	- If we have not heard from you by 9:30am, we will call your contacts. - If we cannot make contact, we may carry out a welfare check or home visit in line with safeguarding procedures. - For most pupils absent for 3 consecutive school days, a home visit will normally take place on Day 3. Earlier visits may occur where there are concerns.
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Punctuality matters

By 9:00am On time In class and ready for learning.	9:00-9:30am Late (L) Recorded as late. The start of learning has been missed.	After 9:30am Unauthorised absence (U) The register is closed and the session counts as an unauthorised absence.
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If your child is late three times in a half term, we will write to you. If lateness continues, we will arrange a meeting to agree how punctuality can improve.

Understanding attendance and support

When attendance begins to fall

Attendance	What it means	What happens next
96%+	School target	We celebrate strong and improving attendance.
Below 96%	Early concern	We will write to you and monitor attendance closely.



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Below 94%	Support meeting	You will be invited to meet school and agree an Early Intervention Plan.
Below 92%	Further intervention	The Trust Attendance Improvement Officer will become involved. Medical evidence may be requested for illness-related absence.

Persistent absence: missing 10% or more of school, around 1 day every fortnight across the year. At 90%, referral to the Local Authority/Education Welfare Service may be made and legal action may be considered.

Leave of absence and term-time holidays

Leave is only granted in exceptional circumstances

Write to the Headteacher at **least two weeks before** the proposed absence, giving the reason and dates. Requests cannot be approved retrospectively. Family holidays are highly unlikely to be authorised.

If unauthorised absence meets the national threshold: 10 unauthorised sessions in a rolling 10 school weeks, a Penalty Notice may be considered. Sessions can include unauthorised holiday and arriving after the register has closed.

First notice	£160 per parent, per child, reduced to £80 if paid within 21 days.
Second within 3 years	£160 per parent, per child, with no reduced rate.
Third within 3 years	A further notice cannot be issued. The case may proceed to prosecution or another legal intervention; a court fine may be up to £1,000.

Health, SEND and additional needs

We will work with families to understand barriers and consider reasonable adjustments, pastoral support, phased returns, specialist advice, quiet spaces or other tailored help. Please contact us early if health, mental health, SEND, bullying or family circumstances are affecting attendance.

Allergy and anaphylaxis-related emergency admissions, recovery and specialist allergy/immunology appointments will be recorded as authorised medical absence (Code M). Evidence may be requested.

Who to contact

Attendance Strategic Lead Rachel Brook	Attendance Officers Stephanie Pal or Alison Castle 01484 600384 office@lepton.enhanceacad.org.uk
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We want to work with you. If something is making attendance difficult, please get in touch before it becomes a bigger barrier.