



Leigh Beck Infant and Nursery Academy
Point Road, Canvey Island, Essex, SS8 7TD
Company No. 954404
Executive Headteacher: Mrs E Lane
Acting Head of School: Mrs H Greensill
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Thursday 4th January 2018

Dear Parents/Carers,

School Attendance

It is your legal responsibility as parents/carers, to ensure that your child attends school to gain an education from the term after their 5th birthday until the last Friday in June within the school year that they celebrate their 16th birthday.

It is very important that your child is in school and on time each day that the school is open. Research has proven that those children who attend school regularly perform better academically, develop better relationships with their peers and achieve better results.

Please help and encourage your child to arrive at school on time. The double white doors/side gate open at 8.45am and close at 8.55am. Children arriving after this time must enter through the school office. Those children who arrive after 9.00am will receive a late mark and this will be recorded on your child's attendance record.

We are aware that things happen at home and children become unwell preventing them from coming to school. If this should happen and your child is absent from school please ensure you contact the school office before 9.30am daily to report your child's absence. Upon your child returning to school, we request that you provide us with a letter explaining the reason for your child being away from school.

Please be aware that unless your child is physically in school, any reason for absence will reduce their attendance percentage whether it is an authorised or unauthorised absence.

We monitor attendance very closely in school. Those children whose attendance falls below 95% will be invited to attend a meeting with myself and Miss Lewis (School Attendance Officer) to discuss any concerns and we will endeavour to assist the family in any way possible to help alleviate the problem. If your child's attendance continues to decrease and subsequently falls below 90% you will be referred to MECEs (Missing Education and Child Employment Services) who will invite you to attend a meeting with one of their officers. Following this meeting if your child's attendance does not show any improvement, there is a possibility that you may receive a fine and/or prosecution.

Please be aware that if you choose to take your child on holiday during the school academic year, you must always complete a leave of absence request form. These are available from the school office or are downloadable from our website. Leave of absence may only be granted by a person authorised on behalf of the proprietor of the school. As from 1st September 2013, the education (Pupil Registration)(England)(Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's education progress. A pupil who takes 10 days absence also means the pupil will miss 50 hours of education.

There is NO entitlement for parents to take their child out of school during term time: however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is NOT authorised and the holiday is taken, the case will be referred to the MECs who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each Parent for each child taken out of school.

If you should have any questions about any of the above information, please do not hesitate to contact the school office.

Yours sincerely,

Mrs Greensill
Acting Head of School