

My child is absent from school

Parent/ carer to ring the school office between 7.30am-8.30am with reason for absence.

Unexplained absence

In the event of parent/carer not contacting school, school will contact to establish reason for absence.

If unsuccessful, a letter will be sent home, which must be returned within 10 days. If not returned the absence will be recorded as unauthorised.

School may make visits to the home as part of our safeguarding policy.

Repeated unauthorised absences

10 sessions (5 days) unauthorised in a 10 week rolling period a request for a fixed penalty notice will be issued to the Local Authority.

Langley Mill Academy Attendance Flow Chart

Attendance below 90%

Parent/ carer informed that all future absence will require medical proof until attendance is at least 95%.

Second attendance letter issued.

Attendance 92% or below

Parent/ carer requested to attend attendance improvement plan meeting, to work together and offer support to improve attendance.

First attendance letter issued.

Attendance below 95%

Arbor In-App sent to parent /carer informing that attendance is being monitored as a concern.

Medical proof of absence

Failure to provide medical evidence will result in the absence being unauthorised which may then trigger a fixed penalty notice referral.

Request for fixed penalty notice

Parent/Carer will be informed in writing that a request for a fixed penalty notice has been issued to the Local Authority.

Issue of Fixed Penalty Notice

First time penalty notice £160, per parent, per child paid within 28 days - reduced to £80 per parent, per child if paid with 21 days.

Second offence (within 3 years) £160 per parent, per child paid within 28 days.

Third offence and any future offence (within 3 years) no penalty notice issued, case presented straight to Magistrates' Court, fine can be up to £2500 per parent, per child



ATTEND TODAY, ACHIEVE TOMORROW



*Once a month all parents/carers will be informed of their child's attendance.