

## Leigh Academy Snowfields Student -friendly Attendance Policy



### Why is Attendance Important?

It's simple! Coming to school every day and being on time helps you:

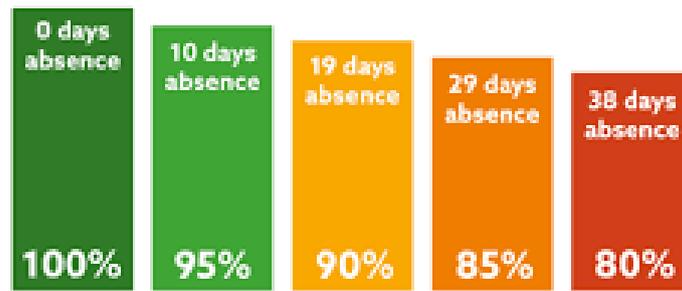
- **Be a Success!** Good attendance means you get the best learning. This helps you do well now and in the future.
- **Get Support!** If it's hard for you to get to school or be on time, tell us! We want to help you right away so you can come to school.
- **Celebrate!** We love to cheer for your success, and that includes being here every day!



### What Happens When I'm Absent (Away from School)?

- If you are sick or can't come to school for another reason, your parent or carer must contact the school on the first day you are away, and every day after that.
- Only the Principal can say if a reason for missing school is okay (this is called "authorised").

Remember, the law says students in Years 7 to 11 must get a full -time education.



### What If My Attendance is Low?

If you are not at school, you will not get the chance to learn everything from your lessons, and this will affect your success in the future.

If your attendance starts to drop, your parents/carers will receive Formal Attendance Letters at different points to let them know the school's concern and to offer support.

If you start missing too many days —like coming to school less than 95% of the time —the school will send a letter to your parents to say they are worried and ask how they can help you come more often.

If you miss even more and your attendance drops below 90%, your parents will have to come to a meeting with school staff to make a plan. If you keep missing school and your attendance falls really low (under 80% or 50%), your parents will have more serious meetings with members of SLT or the Trust Attendance Officer to figure out more supportive ways to get you back on track.

If after all of the above support attendance still remains low, Leigh Academy Snowfields will consider using a Fixed Penalty Notice, which is a fine.





### **How We Encourage Good Attendance**

Leigh Academy Snowfields celebrates all the great things our students do. This includes good attendance, with rewards like certificates, postcards, and shout-outs in assemblies!

We also talk about how attendance affects your progress in lessons like Wellbeing Time and during reports to your families.