

Ref: AWO/aco

5 September 2018

Dear Parent/Carer

As the Attendance and Welfare Officer for The Leigh Academies Trust, I would like to welcome your child into Year 7. I am sure that this is an exciting time for them as they prepare to move from primary to secondary education.

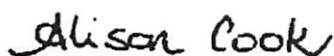
My role is to liaise with each academy to monitor and follow up on the attendance and punctuality for all students, working with families to ensure their child attends. Our expectation is that all students achieve at least 95% attendance and arrive to school on time each day. As you know, excellent attendance and punctuality are extremely important to progress, as any absence will interrupt learning and may impact on other aspects of Academy life.

The attendance of students will be monitored closely in an effort to prevent any attendance or punctuality issues arising. It may be that there is an explanation for an absence therefore contact should be made to your child's College absence line or College Admin Office. 9am on each morning of absence. If you need to speak to somebody regarding your child's attendance please do not hesitate to contact their college within the Academy.

May I also take this opportunity to advise you that all academies within The Leigh Academies Trust do not authorise leave of absence from education, unless permission is sought and authorised by the Principal. Only exceptional circumstances will be authorised. Any unauthorised leave of absence may incur a referral to the Local Authority.

Thank you for your co-operation. I wish your child every success as they start their secondary education.

Yours faithfully



**Alison Cook**  
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