

# LINK ACADEMY TRUST

*Landscope School House  
Landscope, Nr Ashburton  
Devon. TQ13 7LY  
Tel: 01803 762113*



23.07.18

Dear Parents,

## Every School Day Counts

Attending school and taking part in learning is fundamental to making sure that our children become successful learners and confident individuals. We believe that parents and carers are by far the most important influence on children's lives and learning and are responsible for making sure their child is educated. With this in mind, the Link Academy Trust would like to clarify our attendance policy, so that you are aware of the procedures to be followed should your child be absent from school.

If your child is poorly and not able to attend school, please contact the school as soon as possible to let them know the reason, so that we can record the absence correctly on the register. If a child does not turn up at school and we have not been contacted, the Head of School or Administrator will phone you, using the contact numbers you have provided.

If your child misses **16** or more sessions (this is equivalent to 8 days as there are two sessions per day, a morning session and an afternoon session) as a result of illness in the school year, then the school may ask for medical evidence to be provided. This could be a note from the GP, a copy of the prescription or a medical appointment card. If medical evidence is not provided, then any future absences will be recorded as unauthorised.

If your child misses **10** or more sessions (5 days) in the school year, which have not been authorised, then the Education Welfare Officer will be informed and a Penalty notice will be issued (this includes unauthorised holidays). This would amount to £60 per child, per person. Please be aware that if this repeated within 2 years, then it would become a court offence.

If you are planning to take your child out of school for any reason, please complete an Absence Request Form which is available from the school office. Please be aware that absences can only be authorised in exceptional circumstances (for example, a bereavement, religious observance, seeing a parent who is on leave from the armed forces, external examination, unavoidable medical appointment).

Yours sincerely

Isabel Cherrett

Chair of Directors of the Link Academy Trust

Link Academy Trust – Registered Office Address  
Landscope School, Landscope, Ashburton, Newton Abbot, Devon.  
TQ13 7LY Tel:- 01803 762113 Email:- [hr@thelink.devon.sch.uk](mailto:hr@thelink.devon.sch.uk)

