



Jubilee L.E.A.D. Academy
A L.E.A.D. Academy

Attendance Matters- A Guide for Parents



Jubilee L.E.A.D. Academy are committed to reducing high levels of school absence. We expect every pupil to maintain an attendance level of 100% unless there are authorised reasons that occur. Once your child transitions from Nursery to Reception we expect them to come to school everyday unless they are too ill to attend. Children can come to school with the majority of illnesses, we expect children to come to school with coughs, colds, slight temperatures and tummy aches., these illnesses can be managed with Calpol.

The Department of Education class persistent absence percentage from 10% and below. What does this mean? Any child whose attendance is lower than 90%, at any point in the year will be classed as being persistently absent.

If your child is persistently absent they could be referred to the local authority's Education Welfare team and you may be at risk of a penalty notice or prosecution

School will also refer any child who is persistently late.

What is unauthorised absence? Absence is not allowed for:

Holidays / Forgetting school dates / Oversleeping /

A family member being ill / Siblings being ill

If your child has an appointment they must still attend school before or after the appointment, they should not miss a whole school day. School will only authorise the time for the appointment and travel time.

Remember, we will help and support you in any way we can for your child attend school regularly and on time!

If your child attends school for less than **96.2%** of the time it has been proven their education will be significantly affected. For a child to be below 96.2% this is approximately 6 days of absence over the full academic year (September-July). If your child's attendance falls below 96.2% medical evidence will be requested for any further absences.

Holidays

Jubilee L.E.A.D Academy do not authorise leave of absences unless there are exceptional reasons, irrespective of the child's overall attendance.

You must complete a leave of absence form prior to the holiday being taken.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, School will request a penalty notice to be issued by the Local Authority.

Parents or carers who take their children on holiday without permission risk a fixed penalty notice of up to £160 per parent per child paid within 28 days reduced to £80 per parent per child if paid within 21 days. The second time a Penalty Notice is issued (within 3 rolling years) the amount will be £160 per parent per child paid within 28 days. The third Offence and Any Further Offences (within 3 rolling years) a Penalty Notice will not be issued and the case will be presented straight to the Magistrates Court.

Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later in life and the working world. Jubilee is a fantastic school offering your child many exciting opportunities and experiences to enhance their learning – **miss a day and miss out!**

It will also give your child the opportunity to:

- **Make lots of friends and feel included**
- **Learn new things and develop many skills**
- **Increase self-confidence and self esteem**
 - **Improve social skills**
- **Achieve their potential and fulfil their aspirations**

We have a dedicated Attendance Officer Mrs O'Connor who is at school Monday-Friday 8.00am-4pm.

If you would like to talk to Mrs O'Connor about any attendance issues please call the school on: 0115 9155719 (option 1)

If your child is absent from school you must notify

us:



Please phone Mrs O'Connor by 9:15am to tell us why your child is not in school. Please provide medical evidence if you have been to a medical appointment (an appointment card or a prescription is sufficient).

Mrs O'Connor may make home visits to any children who are not in school.



Attendance rewards and prizes

Children can earn rewards and prizes for being in school every day!

To recognise that children have 100% attendance each term they can win various prizes as well as a certificate to acknowledge their achievement. This will be processed on a termly basis so each new term the children will be in with a chance of winning a prize.

Late marks are also taken into account, children are only allowed a maximum of 2 late marks per term with an attendance percentage of 100% to be in with a chance of winning a prize.

Children who achieve 100% attendance over the full academic year will not only win an inflatable fun day, their name will also be put forward with a chance of winning their very own Nintendo Switch.

