



Jubilee L.E.A.D. Academy

A L.E.A.D. Academy

19th September 2025



# Attendance Newsletter

Dear Parent/Carer,



Hello and welcome back!! For those of you who are new to Jubilee my name is Mrs O'Connor and I am the Attendance Officer and Designated Safeguarding Lead at Jubilee L.E.A.D. Academy. I hope you have all had a wonderful summer. We have had a fantastic start to the new academic year.

Attendance and punctuality is still key. We expect all children at Jubilee to achieve over 96.2% attendance. Please continue to work with us so this can be achieved.

**Please see below guidance which indicates the period your child should not attend school if they are unwell**

**Sickness/diarrhoea** – children can return 24 hours after the last episode

**Chicken Pox** – to remain at home for 5 days from the onset of the rash

**Conjunctivitis** – No exclusion period

**Respiratory infections** – No exclusion

**Covid-19** – As soon as the child feels well enough to return, there is no exclusion period (Proof will be needed)

**High temperature** – Remain at home with a temperature of 38C or more, proof will be required

**Impetigo** – Until lesions are crusted or 48 hours after starting antibiotic treatment

**Ringworm** – Treatment needed but no exclusion required

**Tonsillitis** – No exclusion required

**Cold sores** – No exclusion needed

**Head lice** – No exclusion necessary – please treat

**Hand foot and mouth** – no exclusion

**Please note if you choose to keep your child away from school longer than the recommended period further proof may be requested.**

**As with all periods of illnesses home visits will be made to all families where children are absent. During the home visit children will need to be seen.**

## Holidays

Jubilee L.E.A.D Academy do not authorise leave of absences unless there are exceptional circumstances, 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. The penalty notice is per parent and per child.

**The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.**

**The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.**

**The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.**

**PLEASE NOTE if a holiday is requested or taken a meeting will be held in school with Mrs O'Connor**



## Medical Appointments

*We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. However, if your appointment time allows your child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise, if they are able to be back into school for afternoon registration - 12.45pm – Reception, Year 1 and Year 2. 1.00pm - Year 3-6, this will also have a positive impact.*





## Incentives, 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.

At the end of the academic year there are also larger prizes and treat days for children who end the academic year above 98% attendance.



Please don't give up if your child misses a day of school, there are lots of various prizes up for grabs.



**The children must be in to win!!**

### ***The School Day***

- A reminder that the school gates open at 8.15am
- The school day starts at 8.30am
- The school doors are open at 8.15am to allow the children to get in with plenty of time to be settled
- Once the registers have closed then your child is marked absent and this will affect their overall attendance
- The school day finishes at 3pm

## Important Attendance Facts

- Attendance during one school year
  - 95% = 9 days absent
  - 90% = 19 days absent
  - 85% = 29 days absent
  - 80% = 38 days absent
- Children who attend nearly every day in Year 6 are 30% more likely to meet expected standards in reading, writing, and math compared to those with 90-95% attendance
- Poor attendance is linked to lower GCSE grades, fewer qualifications, and a perception of unreliability for colleges and employers.
- If your child misses any lessons, it is exceptionally challenging to catch up as learning is planned in a series of activities
- If your child misses **school** for at least 10% of the time they will be classed as persistently absent, which is treated seriously.