

Dear Parents/Carers,

I am writing to share an important message about school attendance and to provide you with a helpful poster (attached) which highlights how every minute in school really matters.

Regular attendance is essential for your child's progress, wellbeing, and success. Even small amounts of lost time such as arriving late or missing occasional days can quickly add up and have a significant impact on learning.

The attached poster explains how attendance is calculated and shows how **being late can affect overall attendance figures**. We hope this helps to make clear just how important it is for pupils to be in school, on time, every day.

Our aim is to work in partnership with families to ensure all children achieve the best possible outcomes. We encourage you to support your child in maintaining excellent attendance and punctuality.

Some families will receive a personalised letter about their child's attendance.

If you have any questions or need support with attendance, please do not hesitate to contact Mrs O'Connor or Miss Wilkins.

Thank you for your continued support.

Yours sincerely,



Kirsty O'Connor
Safeguarding & Attendance Manager
Jubilee L.E.A.D. Academy
Highwood Avenue
Bilborough
NG8 3AF
☎0115 9155719 – Option 1



Jubilee L.E.A.D. Academy
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