

Manor Leas Junior Academy

'Where excellence and enjoyment go hand in hand.'



Headteacher: C Sandbrook

DHT: G Scott

AHT: J Denny

SBM: N Hodgson

7th September 2026

Dear parents/carers

Thank you for your support last year in bringing your child/ren to school on time every day they were well enough. Our school wide efforts to improve attendance and punctuality have seen some great successes; Children with excellent attendance and punctuality are benefiting socially from being with their friends and academically they are benefiting from participating in daily phonics, reading, maths, writing and times tables lessons.

We aim to provide a school environment which enables and encourages all our pupils to gain the maximum benefit from the education provided. There is a clear link between attendance and educational attainment. For children to flourish it is vital that they attend school on time, and every day unless the reason for absence is unavoidable. It is therefore vital that you ensure your child attends regularly and on time.

Any absence affects your child's education, and regular absence seriously affects their learning, disrupts teaching routines and the learning of others. As a parent/carers you have a legal responsibility to ensure your child attends school regularly. Permitting absence from school without good cause is an offence in law and may result in prosecution.

This responsibility is set out within:

- Section 7 of the Education Act 1996
- Section 444 of the Education Act 1996
- Section 444B of the Education Act 1996

Where attendance concerns remain unresolved and legal action becomes necessary, parents may be prosecuted through the Magistrates court.

A conviction may result in:

- A fine of up to £2,500
- A Parenting Order
- A Community Order
- Imprisonment in the most serious cases

As this is a criminal conviction, it may need to be disclosed in certain circumstances and could appear on some enhanced DBS checks.

Schools in England open for 190 days per year and this means that parents have 13 weeks each year when they can arrange family holidays/days out/shopping trips etc. Head teachers cannot grant any leave of absence during term time unless there are exceptional circumstances. Every request for leave of absence will

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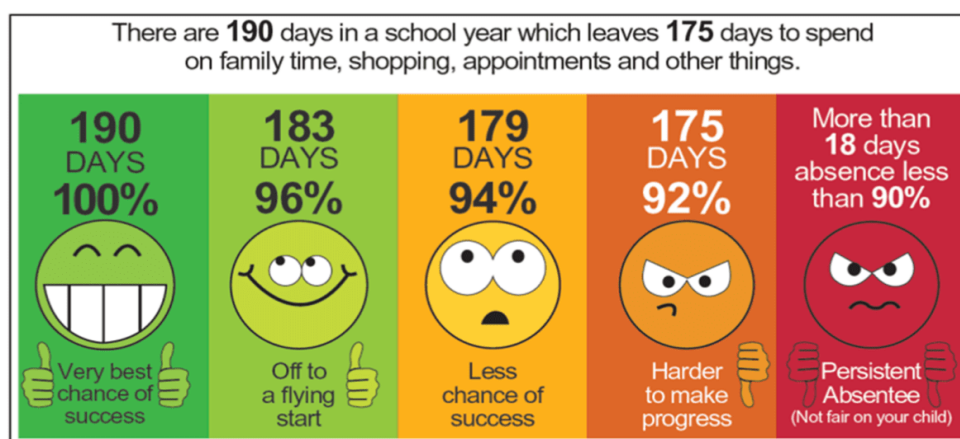
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be considered on a case-by-case basis, however, we take this opportunity to remind you that holidays in term time/children's birthdays/shopping/days out and extended leave **are not** classified as exceptional circumstances and **will not be authorised**. Where children have unauthorised absence a fixed penalty notice will be issued by Lincolnshire County Council. If your child is absent for more than twenty days, there is also the strong possibility that your child will be removed from roll, and they may lose their school place.



Our school day starts at **8.30 am**, although doors open at **8.20am** to allow time for your child to be in their class ready for learning. Any child arriving to registration after 8.30 am, will need to go to Main Reception to receive their mark, stating the reasons for the lateness.

Lateness has a massive impact on the child and the other children within your child's class. Teaching will already have started, and your child will have missed this learning time. Lateness also counts towards the child's overall attendance percentage and children will need to catch up on work missed at break-times or lunchtimes. Parents of children who are persistently late will be invited into a meeting with the school. If lateness continues you may receive a penalty notice from the Local Authority.

There are times when we need to contact parents, including for absences which have not been reported, so we always need to have your correct contact numbers. Please therefore ensure we have an up to date number in case of emergency. We will also require a second contact in case we cannot reach you. The telephone number of the school is: 01522 881370. All absences are to be reported to the school office by 08:30 each day.

We understand that children pick up minor illnesses from time to time. A guide from the NHS as to how long your child should stay off school with common ailments is below.

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When should my child return to school?

Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*		

Why is it so important to attend every day?

Learning is a progressive activity; each day's lessons build upon those of the previous day(s), building on the children's knowledge and skills.

Many classes use discussions, demonstrations, experiments and participation as part of the daily learning activities, and these cannot be made up by those who are absent. Pupils learn through actively taking part.

Are there other benefits to my child?

Pupils with good attendance records generally achieve better outcomes over time and enjoy school more.

Having a good education will help to give your child the best possible start in life and help prepare them for adulthood.

Regular school attendance patterns encourage the development of other responsible patterns of behaviour including independence skills and life skills.

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What are the risks of frequent absences?

A child who does not attend school regularly will be unlikely to keep up with the work and will miss essential learning which helps build their knowledge and skills.

The more pupils miss school, the lower their academic outcomes.

They may then want to be in school less.

Parents may be issued a penalty notice/other enforcement options.

Regular attendance is important, even where absences are due to a range of different reasons. When attendance begins to decline, the school will always seek to understand any barriers and work with families to improve attendance.

Support may include:

- Early attendance meetings
- Attendance contracts
- Attendance support plans
- Requests for medical evidence where appropriate
- Support from external agencies where required

Where attendance does not improve despite appropriate support being offered, further action may be considered.

What can parents do to help?

Parents must model the value of education, including the importance of regular attendance. Make sure that your child attends school regularly and arrives on time every day – this is a good habit that they will carry through life.

If your child starts missing school, work with the school to put things right. Make sure your child understands that you do not approve of him/her missing school and do everything you can to encourage them back to school.

If your child is ill or must miss school for some other reason, contact school immediately. Do not expect school to approve of shopping trips/birthday treats etc during school hours. Arrange family holidays/events so that your child will not miss any learning. Term dates are available on the school website to help you plan.

Take an interest in your child's schoolwork and be involved in the school as much as possible – your child will value school more if you do

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What happens if my child is absent

A national framework for penalty notices for school absence, including unauthorised holiday absence, has been introduced following changes to the law. These new government regulations are now in effect and are for all schools. Lincolnshire County Council oversees all our attendance and is the issuing authority for fines.

What are the regulations?

- There is a national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered. These do not need to be consecutive.
- The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued. Holidays should therefore be arranged during the published school holiday periods
- First penalty fine - issued to each parent for each child is £80 if paid in 21 days. If the fine is not paid by within 21 days, it will rise to £160 if paid within 28 days of being issued.
- Second penalty fine within a three-year rolling period- issued to each parent for each child, £160. There is no reduced payment rate or period.
- Third offence within a rolling three-year period – A further penalty notice cannot normally be issued. Alternative legal intervention, including prosecution may be considered.

REMEMBER, regular attendance is necessary for success in school. Help ensure that your child has the best opportunity for success in school by making sure he/she is in school every day

If you have any concerns about your child's attendance, then please contact the school's attendance administrator Miss Sempers, who can be contacted via attendance@manor-leas-junior.lincs.sch.uk. The Senior Leader responsible for attendance is Mrs Nicky Hodgson, School Business Manager. Senior Leaders are available outside every day at the beginning and end of each school day if you have any questions or concerns.

Yours Sincerely

Mrs C Sandbrook
Headteacher