



Yeadon Junior School

Dear Parents/Carers

02/12/25

It is crucial that all children attend school every day. Regular attendance is essential for academic success and for developing important skills that will benefit children in their future endeavours. Low attendance results in a significant loss of learning and is directly linked to reduced academic success alongside negatively impacting social, emotional and physical development. We are aware that there may be an increase in symptoms of illness at certain points in the year. If your child has mild cold symptoms please encourage them to come to school.

Please see below our attendance procedures at Yeadon Junior School.

A reminder of day-to-day processes

If your child/children are absent from school, please contact us on each day of the absence and provide the reason.

Please let the school know by 8.30am on each and every day they are unwell. You can do this from the following ways:

- by emailing office@yeadonjunior.co.uk with your child's full name, class, and reason for absence
- by phoning the absence line on **01895 462 396** and leaving a message with your child's full name, class, and reason for absence

Medical and Dental Appointment

If your child has a medical or dental appointment, please let us know in advance by either of the above methods. We ask for any appointment text, letters or slips to show as evidence of the appointment.

When can my child return back to school?

Please see the **document attached** which gives you detailed information on when your child can return back to school after being unwell.

Attendance Concerns

As part of our attendance policy, the school is keen to work with families to ensure improvements in school attendance. A member of our attendance team will contact families when attendance becomes a concern.

Parents are responsible by law for ensuring that their children attend the school at which they are registered. The attendance needs to be regular, punctual, with children ready to learn.

Children with attendance under 90% are classified by the Department for Education as 'Persistent Absentees'. In this instance, Yeading Junior School is legally obliged to provide support and intervention for pupils who are at risk of persistent absence.

This could take the form of meetings with parents, school-based interventions, and the offer of support from outside agencies and professionals.

If you have any questions please do not hesitate to contact me via the school office.

Thank you for your attention to this important matter.

With best wishes

Mr M Hall

Headteacher