



September 2023



Attendance

Dear Parents and Carers,

I would like to take this opportunity to welcome you back to a new academic school year at Willow Primary Academy and a warm welcome to our new Reception Children and Parents and all new starters.

I would like to make you aware of Willow Primary Academy’s attendance policy which you can access at Willow Primary Academy’s website; www.willowprimaryacademy.co.uk/policies or if you would like a hard copy please ask at the main office and we would be happy to give you one.

The following are key aspects of the policy:

At Willow Primary Academy we aspire to have a whole school attendance rate of 100%. However, there will be occasions when children may be absent for good reason, therefore the Governing Body feels that the whole school attendance should not be less than 97% for an academic year.

Non-attendance is an important issue that is treated seriously. However each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

Each child’s attendance can be summarised as:

97+	An excellent level of attendance. This will help all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic.
95%-97%	A good level of attendance but there is scope to make it better.
90-95%	Absence might now be affecting attainment and progress at school (letter can be issued)
90% and below	Absence IS causing SERIOUS CONCERN. It is affecting attainment and progress and is disrupting your child’s learning. A meeting to be held to discuss attendance. The school will work with you and the Local Authority to improve your child’s attendance. Permitting absence from school without a good reason is an offence by the parent.

Parents/carers should:

- Ensure their child attends school daily and on time and ready to learn (8.45am for Willow and 9am for Piper centre), appropriately dressed and equipped
- Let the school know if they are having difficulties with their child’s attendance, so that any available help or support can be offered before the situation gets out of hand.
- Inform school on the first day of any absence with an expected date of their child’s return.
- Notify school if they intend to remove their child permanently from school for whatever reason, and confirm this in writing.
- Instil the value of regular daily school attendance.
- Support their child to recognise their successes and achievements.
- Support their child’s school at every opportunity. Get involved in their

Key things to remember:

- Good attendance correlates with academic progress and positive outcomes socially
- Ensure your child/ren are at school every day that is possible
- Be on time to school every day- gates open at 8.40am
- If your child is unwell please contact the school and leave a message on the telephone system
- Make all medical appointments outside of school hours
- DO NOT go on holiday during term time this will not be authorised unless there are exceptional circumstances
- It is the schools decision whether to authorise an absence
- Evidence of medical appointments and medication may be asked for at any point

education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.

- Should aim to keep medical and dental appointments to a time outside of school hours. Six monthly regular dental appointments can be made to coincide with school holidays.

The Headteacher of Willow Primary Academy will have the final say as to whether a child's absence is coded with an authorised or an unauthorised mark.

Registration times:

Arrive at School on time. The school gates open at 8.40am and closes shortly after the start of the school day at 8.45am for Willow and 9am start for Piper Centre. Children arriving after this time are required to be taken to the school office through the front entrance. Any pupil arriving after this time will be marked as U (Late after register closed) Parents may be issued with a penalty notice if their child is repeatedly late.

Attendance ladder- how close is your child to reaching the top?

	100%	Perfection
Equates to 4 days off each year	98%	Impressive
Equates to 7 school days off each year	96%	Good
Equates to 9 school days off each year	95%	Nearly there
Equates to 11 school days off each year	94%	Needs to improve
Equates to 1 month off each year	90%	Danger zone
Equates to 2 months off each year	80%	

Willow Primary Academy staff will:

- Contact parents on the first day of absence, if, they have not been notified as to why a child is absent from school.
- Follow up any unexplained absences.
- Keep and mark the registers accurately, which are a legal document within the guidance of The Education (Pupil Registration) (England) Regulations 1996, with the appropriate attendance code for both a.m and p.m registration.
- Be consistent in their attendance practices.
- Give high priority to punctuality and attendance.
- Promote good attendance at every opportunity – rewards to pupils, Induction, Parents evenings, Newsletters, Assemblies, on Notice boards,
- Reward and celebrate good and improved attendance.
- Attendance targets for the School and each year group in the School is expected to be 100%. • Keep parents/carers informed of their child's attendance.
- Make good use of attendance data by specific analysis
- Work within a multi-agency approach in order to improve attendance and support pupils and families.
- Reporting/requesting support from the allocated Inclusion Adviser for any child missing education – see CME guidelines

Please do not hesitate to contact me if you have any questions.

Yours Sincerely,

Nikki Hendry & Debra Arthur
Attendance Team
Willow Primary Academy

