



# Willow Primary Academy

## Attendance Newsletter

Newsletter—2  
October 2023

Dear parents and carers,

Welcome to our second attendance newsletter. I would like to make you aware that we have an up to date attendance policy on our website- [Policies & Procedures - Willow Primary Academy \(sandmat.uk\)](https://www.sandmat.uk/Policies%20&%20Procedures%20-%20Willow%20Primary%20Academy) , If you would like a paper copy of this please do not hesitate to ask.

Some key things to know are:

- The school gate opens at 8.45am, the children need to be in by 8.50am promptly when the school bell goes.
- Missing school will make your child fall behind in lessons and will impact on their academic progress and achievement .
- Attendance is every parents responsibility to get their child to school.
- If your child is really unwell the you need to contact the office on 01452 526442 daily to update us.
- Appointments (where possible) to be made out of school hours unless exceptional circumstances
- Holidays to be taken out of term time unless exceptional circumstances

**Did you know?** If your child's attendance is 90% or below then they are classed as persistent absentee.:

- This will be closely monitored by the school.
- Meetings will be held
- Support will be offered.

## Our School Development Plan attendance target:

Continue to monitor and reduce absence and persistent absence with a particular focus on Year 5.

### Our objective is:

- Create a culture where there is shared responsibility of raising attendance and punctuality.
- Increase the understanding of parents and children that attendance impacts upon attainment and progress.
- Continue to strive for attendance of 97% or above

### How we are aiming to achieve this:

- Work with parents on engagement with school
- Offer lots of incentives and rewards, such as; certificates, prizes, raffle tickets to win vouchers and tablets, termly teddy prizes, weekly extra playtimes for classes with 97+% class attendance, and much more.
- Attendance data will be analysed and meetings held if there is a concern regarding attendance
- We strive for 97% attendance and therefore if attendance falls below 95% we will be monitoring this unless exceptional circumstances
- Formal letters and meeting will be held if below 90%

### Top tips for good attendance:

- Help with good time keeping, getting organised the night before.
- Resolve problems or worries as soon as possible
- Talk to school staff if you're concerned about your child. They want the very best for your child

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