

Attendance and Punctuality at Willow Green Academy

You may recall our recent communication with you regarding attendance. At Willow Green, we strive for the highest possible standard of education for all pupils and recognise that this can only be achieved by supporting and promoting excellent attendance and punctuality. This is based on the belief that only by attending school regularly and on time will pupils be able to take full advantage of the educational opportunities available to them. Parents and carers play a key role in ensuring primary-aged pupils attend school regularly and arrive on time.

Many pupils achieve 100% attendance but there are some whose patterns of attendance cause concern.

The Government have a target of 96% for all children and our aim is for all our children to achieve this.

Research proves that attendance is linked to academic achievement. The more your child is in school, the better they will achieve academically.

96% - 100%	A child's best chance of success!	Your child is taking advantage of every learning opportunity
90% - 96%	At least 2 weeks of a child's learning are lost over an academic year 90% means your child has missed an average of half a day off each week	Your child will miss elements of the curriculum that will need support, such as additional homework, to catch up This is also where friendships begin to be affected when friends start to find others to play with
85% - 89%	At least 4 weeks of a child's learning are lost over an academic year	Your child is a greater risk of underachieving and will need additional support to catch up as they are missing big chunks from the curriculum
80% - 84%	At least 6 weeks of a child's learning are lost over an academic year 80% means your child has missed an average of a day off per week over the year	Your child's attendance is having a negative impact on your child's learning and social time
Below 80%	At least 8 weeks of a child's learning are lost over an academic year	Your child is missing out on a broad and balanced curriculum You are at risk of prosecution

Tracking Attendance and Punctuality

At Willow Green, each pupil's attendance and punctuality is tracked. Where attendance or punctuality data causes a concern, parents are informed of this by letter. Formal processes around attendance begin when your child falls below 95%. Details of these processes are set out in our Attendance Policy.

Progress & Attainment

The school's Attendance Officer meets regularly with members of the Senior Leadership Team, Pastoral Team, Safeguarding Lead and class teachers, to look at attendance rates and cross reference these with pupils' current progress and attainment scores. Parents will be informed if their child is falling behind academically as a result of poor attendance or punctuality.

Holidays

Willow Green Academy does not authorise term-time holidays. Whenever the need arises to take a child out of school during term time, parents must complete a Leave of Absence Request Form. The Head of Academy will consider each application individually and consider whether the reason for absence constitutes exceptional circumstances. At Willow Green, exceptional circumstances are emergency or unavoidable events which relate directly to the child or immediate parents or carers. In each Leave of Absence Request, the Head of Academy's decision is final.

Medical/Dental Appointments

Please try and arrange these for after 3.30pm or in the school holidays. Where this is not possible, they will be authorised with proof of attendance – appointment cards, date of prescription given etc.

Problems with Attendance & Punctuality

Here are some common problems that parents talk to us about when it comes to attendance and punctuality. What else can you do?

Common Problems	Have you tried?
Getting your child to bed at night or out of bed in the morning	<ul style="list-style-type: none">• Establishing set routines for bedtime• Setting an alarm• Limiting TV and screen time
Finding clean uniform, PE kit, school bags or packed lunch	<ul style="list-style-type: none">• Asking your child to prepare their school bag and uniform the night before• If it comes to it, bring your child with what they have and parents/carers can bring the rest of what they need later on in the day
Your child eating breakfast slowly	<ul style="list-style-type: none">• Establishing a set time for breakfast where the family eat together
Your child having to do a subject in school they don't like	<ul style="list-style-type: none">• Discuss this with your child's class teacher. They can then talk to your child about this issue
Your child is anxious about issues with friends	<ul style="list-style-type: none">• Talking about school in a positive way and speaking to your child's Class Teacher about any concerns / anxieties
Your child wanting to take a day off for their birthday or other family events.	<ul style="list-style-type: none">• Being firm – insist on your child coming to school on their birthday. Remind them that they will still be able to celebrate their birthday with the family after school
Your child being upset due to the death of a family member or pet	<ul style="list-style-type: none">• School is often the best place for children to be to take their mind off events that are happening as they are busy all day• Speak to your child's class teacher and we can arrange for someone for your child to talk to if they are upset
You, as a parent, are ill or have an appointment	<ul style="list-style-type: none">• Ask a member of the family, or friend, to bring your child into school for you• Ring school and explain the situation – we may be able to come and collect your child depending on the situation and whether we have staff available (although, we cannot guarantee this will happen)

Punctuality

As well as regular attendance at school, parents need to ensure that their child arrives at school in good time each

morning.

Being late for school has many negative consequences:

- Gets the day off to a bad start
- Increases stress and upset for the child
- Can lead to the child feeling embarrassed and singled out
- Affects the child's overall confidence
- Disrupts the learning of other class members
- Creates bad habits which could lead to poor attendance
- Confusion for your child as work or activities might have been started

Do not be late through the gate! Gates are opened at 08:35am
Teachers will line up with your child and will take them into class at 08:40am
School starts at 08.45 am

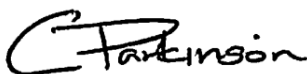
Being late on a regular basis adds up to a loss of learning time.

5 minutes late every day	3.5 days of lost learning time per year
10 minutes late every day	7 days of lost learning time per year
15 minutes late every day	10.5 days of lost learning time each year
30 minutes late every day	21 days of lost learning time each year

You will shortly be receiving a separate letter detailing your child's current attendance patterns. Where appropriate, this will detail reasons for monitoring and the next steps to help you improve your child's attendance and how we can support you.

Kind regards

Yours sincerely



Mr Parkinson
Head of Academy
Willow Green Academy