

Celebrating Attendance at Willow Tree

Attendance is high profile in school. We like to focus on positives, recognising and praising our children for their good or improved attendance.

- Each week, the class with the highest attendance is announced in our special mentions assembly on a Friday and receives a certificate to be displayed on their door. This award encourages the children to work as a class team.
- Children with 100% attendance for the week are entered into a draw for a prize and also receive a Special 5 on Dojo.
- Each term, children with 100% get a certificate and a 100% pin badge (bronze for one full term, silver for two full terms and gold for 3 full terms).
- To celebrate the class with the highest attendance over the half term, there will be a celebration breakfast. Children and their parents will be invited to celebrate their achievement.
- If a child has 100% attendance for the whole key stage, this is recognised in their leaver's assembly and they will be given an award.
- Children with 100% attendance for the whole year will be included in the end of year house treat.



WTA Attendance Target 2024/25

Whole school target

96%

We understand that there can be tricky times and so we offer our full support with any attendance issue ... keeping us in the loop is the key.

If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.



We will always endeavour to offer support and guidance where it is needed.

If there are ever any problems, please do not hesitate to come and see us.



CONTACT US

HERRINGTHOPRE JUNIOR SCHOOL
01709 828 168

GREASBROUGH PRIMARY SCHOOL
01709 740 751

ROUGHWOOD PRIMARY SCHOOL
01709 740 254

ROCKINGHAM JUNIOR AND INFANT SCHOOL
01709 740 266



WILLOW TREE ACADEMY



Attendance Leaflet

INFORMATION FOR PARENTS AND CARERS



www.willowtreeacademy.org

01709 828168



Willow Tree Attendance Pathway

When attendance drops below 95% we will contact you to discuss the reasons for absence and ways that we can support. If it continues to drop you will contact you again for further discussion, at this stage it may be agreed that an attendance contract is the way forward so that we can work together for the best outcomes for your child. You will also be offered support from Early Help. Following this, where attendance has not improved, you may be referred to the Local Authority to be issued with a Fixed Penalty notice. This would always be a last resort as school would prefer to work with parent/carer and child to improve attendance.

What the law says...

As a parent, ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason is an offence and may result in the issuing of fines and if attendance continues to be poor, eventually prosecution.



What the Government says ...

New government guidelines state that attendance figures of 90% or less are classed as 'persistent absence'

The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the academic year.



DID YOU KNOW? If your child attends school between 95% and 100%, they have the potential to achieve their best, educationally and socially. 10 days off per year = 94.7%

Whilst 90% attendance might sound good ...

- 90% = 1/2 day off each week per year
- 90% attendance = 1 month off school per year
- 90% attendance = 1 whole school year in career

... reducing continuity of education.

Holidays

We do not authorise any holidays in term time. We require you to complete a Leave of Absence Request Form for safeguarding purposes. If you go ahead with a LOA when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority, if your holiday is over 5 days. New guidance states that:

- 1st FPN in a 3-year period: £160 per parent, per child to be paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days
- 2nd FPN in a 3-year period: £160 per parent, per child to be paid within 28 days
- 3rd occasion in a 3-year period: No FPN, the Council will consider alternative enforcement.

When booking a holiday please consider the amount of learning time your child may miss if this is during term time.



To report absence call your child's school.

Please give your child's full name and reason for their absence.

Ring on each day of absence.

Illness guidance

Being ill may prevent your child from coming to school, but, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not a reason to miss school and feeling tired is not an illness.

Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

If your child's attendance falls below 95% due to illness, we will ask that you provide a doctor's certificate to verify absence. If this is not provided absence will be classed as unauthorised.

If you are unsure if your child can be at school visit :

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

give school a call - we may be able to offer advice.

Medical Appointments

Medical appointments should be made outside of school hours, where possible.

We ask that you bring your child to school before or after the appointment to minimise learning time lost.

Please provide confirmation of the appointment, this can be an appointment card, text or letter so that we have evidence. Without evidence, this absence would be unauthorised. *School will determine if absence is authorised or unauthorised.*



You can monitor your child's attendance through the Arbor app.