

# Willingham Primary School



## Attendance Leaflet

September 2020

At Willingham Primary School, we continually strive to provide an excellent education for all children. Our school is a safe environment in which we provide the knowledge, experiences and confidence the children need to excel at secondary school, so that they can make the choices, now and in the future, to have a happy, fulfilling life.

Excellent attendance is vital to ensure the children have the best possible education, ultimately, enabling them to have greater choice later in life. Therefore, we take attendance very seriously and do all we can to support excellent attendance from **all** our children.

<b>ATTENDANCE MATTERS</b>			
<i>Please note, one day is two sessions.</i>			
<b>190 days in school</b> (a school year)	<b>16 sessions absent</b>	<b>20 sessions absent</b>	<b>38 sessions absent</b>
	182 days in school	180 days in school	almost 4 weeks of missed education
<b>100% Attendance</b> Excellent record	<b>96% Attendance</b> Good record	<b>95% Attendance</b> Needs to improve	<b>90% Attendance</b> Cause for concern
Well done! Best possible chance of gaining the knowledge, experiences and confidence needed to enable choice now and later in life in order to live a happy, fulfilling life.		We are concerned. Fewer opportunities to gain knowledge, experiences and confidence, possibly leading to reduced choice and happiness later in life.	

The school has the following motto for attendance:

### H.E.R.O: Here Everyday, Ready and On Time

The classes are monitored on a weekly basis and the class with the highest combined attendance and punctuality has the H.E.R.O bear for the week.



Hieronimus (EYFS/KS1) and Horatio (KS2), our H.E.R.O. bears.

### Here Everyday

We expect all children at Willingham Primary School to come to school every day, apart from in cases of contagious illness, serious medical conditions or due to the current Covid restrictions.

#### **What do I do if my child can't come to school?**

You must contact the school before 8.50am, through the Pupil Asset application (our preferred option), by phoning the absence line on 01954 283030, Option 1, or by emailing [office@willingham.cambs.sch.uk](mailto:office@willingham.cambs.sch.uk). Please state your child's name, class and reason for absence.

Please note that you will need to contact us every morning of your child's illness.

If a child is not in school and we do not know the reason why, the school is required to contact parents or carers to make sure the child is safe and establish the reason for absence.

### **Diarrhoea, Vomiting & Contagious Conditions:**

If your child has a diarrhoea and/or vomiting infection your child must stay at home for **48 hours from the LAST bout** of diarrhoea or sickness. Children who are sent back to school before this, will be sent home again. If your child has a contagious illness such as chicken pox, they must stay off school until they cease to be a risk. If you are unsure please telephone the office who will be able to give you further advice, based on the information given to us by the local Public Health England Protection Team.

### **Coughs and Colds:**

Coughs and colds are an inevitable part of winter and usually children should not routinely miss school on account of these. However, this year, the Covid Government guidelines dictate that if a child has a new cough, they must self-isolate and be tested.

If your child has just a cold but you are still unsure as to whether they should come to school, please bring them in and we will ring you if they do not cope during the day.

The vast majority of children in our school achieve above 96% attendance, which is what we expect from all our children as a minimum. Illness usually comes in a block of time over a continuous period. Children should not have more than one or two episodes of broken weeks in an academic year. Regular broken weeks are a cause for concern and will be followed up by the school.

### **Medical Appointments:**

If your child has a medical appointment, please let us know in advance and bring in the appointment letter or card when you come to collect your child. For dental appointments, we would ask that these are booked outside of school hours or in the school holidays, where possible.

If your child has an appointment and will be returning to school before lunchtime, please indicate whether they are having a school meal or packed lunch from home.

### **Other reasons for absence:**

If you wish your child to be absent for any other reason, please fill in a 'Request for Exceptional Leave of Absence' form, available from the school office or on the website.

Please note that we do not give permission for pre-planned absences for anything other than the most exceptional of circumstances. If you take your child on holiday during school time, you may be issued with a penalty notice and a fine by Cambridgeshire County Council.

## Ready

Please ensure that your child is ready for the school day. They should have had a good night's sleep and an adequate breakfast. They should also have the right equipment with them (water bottle, book bag and weather appropriate clothing). In the case of P.E kit, we would suggest that it stays in school all of the time. Where this is not possible, or the kit needs to be washed, we ask that your child brings their kit back to school on a Monday and takes it home on a Friday so that it is available for them in school all week.

## On Time

At Willingham Primary School, we have a 'soft start' to the day, meaning we have ten minutes in which each class door is open and the children can come into school. At the end of the ten minutes, the doors are closed and registration begins.

The timings of this are:

8:30 – 8:40am Reception Classes

8:40 – 8:50am Years 1 to 6

This means that classroom doors close and registration begins at **8:40am (Reception classes) or 8:50am (Yrs 1 to 6)**.

Children arriving after 8:50am must enter school through the main reception doors; please phone the office first to ensure it is safe, as with current Covid restrictions, it is our duty to manage the number of additional adults on site. Your child will be signed in by a member of the office team and they will be registered as late. We will need to know the reason for lateness. Lateness is monitored on a regular basis and parents will be contacted when there is cause for concern.

Children arriving more than 30 minutes late are classed as 'absent' for that whole session – this will affect their overall attendance score.

## Persistent Absenteeism

Parents should be aware that attendance data is closely monitored by the office and senior leadership team at the school. Attendance data has to be submitted for scrutiny by the local authority and Ofsted. A series of official steps, therefore, will be followed relating to any child whose attendance is a cause for concern. If a child's attendance falls below 96% we are required to monitor this and send a letter home. If there is a particular circumstance, that the school may not be aware of, which is having an influence on your child's ability to attend school regularly, please do not hesitate to contact us.

Children with attendance below 90% are classed as 'Persistently Absent' and if this occurs, you will be asked to attend a meeting with a member of the senior leadership team.