

Willingham Primary School



Attendance Leaflet

2023 -2024

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.

ATTENDANCE MATTERS			
<i>Please note, one day is two sessions.</i>			
190 days in school (a school year)	16 sessions absent	20 sessions absent	38 sessions absent
	182 days in school	180 days in school	almost 4 weeks of missed education
100% Attendance Excellent record	96% Attendance Good record	95% Attendance Needs to improve	90% Attendance 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.



Hieronymus (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 or serious medical conditions.

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. 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. If contact cannot be made we are required to make a home visit to check that your child is safe.

The vast majority of children in our school achieve well 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 do not usually 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.

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 team and the UK Health Security Agency.

Coughs and Colds

Coughs and colds are an inevitable part of winter and usually children should not routinely miss school on account of these.

Minor illnesses, coughs, colds and sore throats can often be treated effectively with child dose painkillers and do not warrant time away from school. If you are still unsure as to whether your child should come to school, please bring them in and we will ring you if they do not cope during the day.

Medical Appointments

If your child has a medical appointment, please let us know **in advance of the appointment** and email us or bring in the appointment letter, card or text as soon as possible. For dental appointments, we would ask that, where possible, these are booked outside of school hours or in the school holidays.

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 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. From April 2023, the regulations now state that if three or more term-time leave Penalty Notices have been issued over a 3-year period, then prosecution may be considered instead of a Penalty Notice fine.

Irregular or low attendance can seriously disrupt continuity of learning, as lessons in school are designed to build on each other. Therefore, high absence can undermine educational progress and lead to underachievement and low attainment. Another serious consequence of low attendance is that it impedes a child's ability to develop friendships within school. Making friends and building lasting relationships are vital in helping children to feel happy and confident in school. Regular and punctual attendance supports children to reach their full potential academically, personally and socially.

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 ask 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, all classroom doors are open between 8:40 and 8:50 for the children to come into school and start their school day. At the end of the ten minutes, the classroom doors are closed and we expect every child to be in class.

As soon as the door is closed, each class teacher takes registration and then starts the first lesson of the day. Due to the immediate start of learning, it is vital that all children are in school on time.

Children arriving after 8:50am must enter school through the main reception doors. 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.

Arriving late gives your child an unsettled start to their school day. Children thrive on routine, and do not like to stand out from their friends. Having to join the class when everybody else is settled and already learning can embarrass or worry many children. Just five minutes late will mean they will have missed the opportunity to hear messages of the day and the first retrieval learning task of the day. A regular five minutes a day adds up to a whole three days of learning a year! Ten minutes late and the first lesson will have started, they will have missed key information and are starting the day at a disadvantage.

Children arriving 30 minutes or more after the doors are closed are classed as 'unauthorised absence' for that whole session. This will affect their overall attendance percentage.

Persistent Absenteeism

Parents/carers should be aware that attendance data is closely monitored by the office and senior leadership team at the school. Attendance data must 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.

Further information on attendance, such as the school policy and penalty notices, is on our school website.

