



Willow Tree Primary School

Attendance/Punctuality

Newsletter

Autumn 2020



Whole School Attendance Target for 2020/2021 is 95%

We would like to extend a warm welcome back to all of our children and families and also to welcome our new children and families in Reception Class and across the rest of our school.

Never has it been so important to make every day in school count. As always attendance will remain a major focus for us at Willow Tree Primary. In order for our children to reach their full potential we need to ensure that our pupils attend school on every day possible and also for them to arrive on time.

As you know attendance and punctuality play a very big and important part in your child's school life. At Willow Tree we are dedicated to ensuring our children can get the best education possible and that means that we are happy to do whatever we can to support and assist our families with attendance/punctuality. Last year we introduced half termly Attendance Panels and parents found these very helpful.

Due to current restrictions, Autumn 1 attendance meetings will be in the form of a telephone conversation. There are supportive measures to help us identify and provide any help you may require, Therefore we encourage you to make the meeting.

This year we had planned to introduce home visits to support you with your child's attendance, However in the current climate we are unable to conduct these in autumn. Once we can implement these, if you are unable to make contact on the day your child is absent and we as a school are unable to make contact with you, We will endeavour to visit you at your home to offer you and your child any support required.

Your child starts with 100% attendance. Can they maintain this all year?



Attendance and Punctuality



If your child is not going to be in school, for whatever reason, you should contact the school before **8.30am**. During the Covid pandemic, if you leave an answer phone message detailing your child's absence we will follow it up with a telephone conversation on the same day to ensure we have all the correct information.

If for any reason you are struggling to get your child to school, then please contact us and we will do whatever we can to help. However, there may be times when your child is ill or has been for a medical appointment. Please provide proof if this is the case.

Punctuality

The doors open at 8.35am for Single children and 8.45am for our children with siblings in school. If the doors are closed then you must ring the buzzer at the main office. Registers are taken at 8.55 am, for all pupils. please ensure your child is in school by this time to ensure they do not receive a late mark.