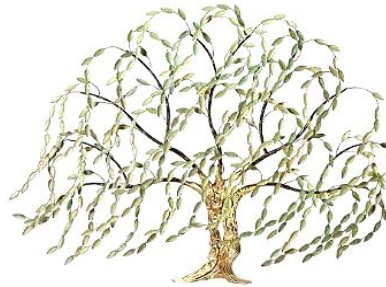


## WILLOW TREE ACADEMY



# Willow Tree Academy Attendance SOL

We track attendance using the SOL system.  
(Standards of Learning)



## Willow Tree Academy Attendance Expectations

At Willow Tree Academy we know that good school attendance will give our the children the chance to be the best that they can be.

Government Target **96%**

Willow Tree Academy is **96%**

Recently we have become concerned that some children's attendance is impacting on their learning. For this reason, we have implemented a new system that allows us to track the attendance of our pupils from week to week. This means that we can work to support parents/carers and the children *before* attendance becomes an issue.

*Please work with us to improve attendance!*

If your child is not in school, this does not just affect their learning. It also impacts on time with friends and they can often feel left out when they return to school.

You will find that your children will be more aware of their attendance from week to week, as this will be shared with them.

Each week an arrow signifies whether your child's attendance has;



Gone up from the previous week.



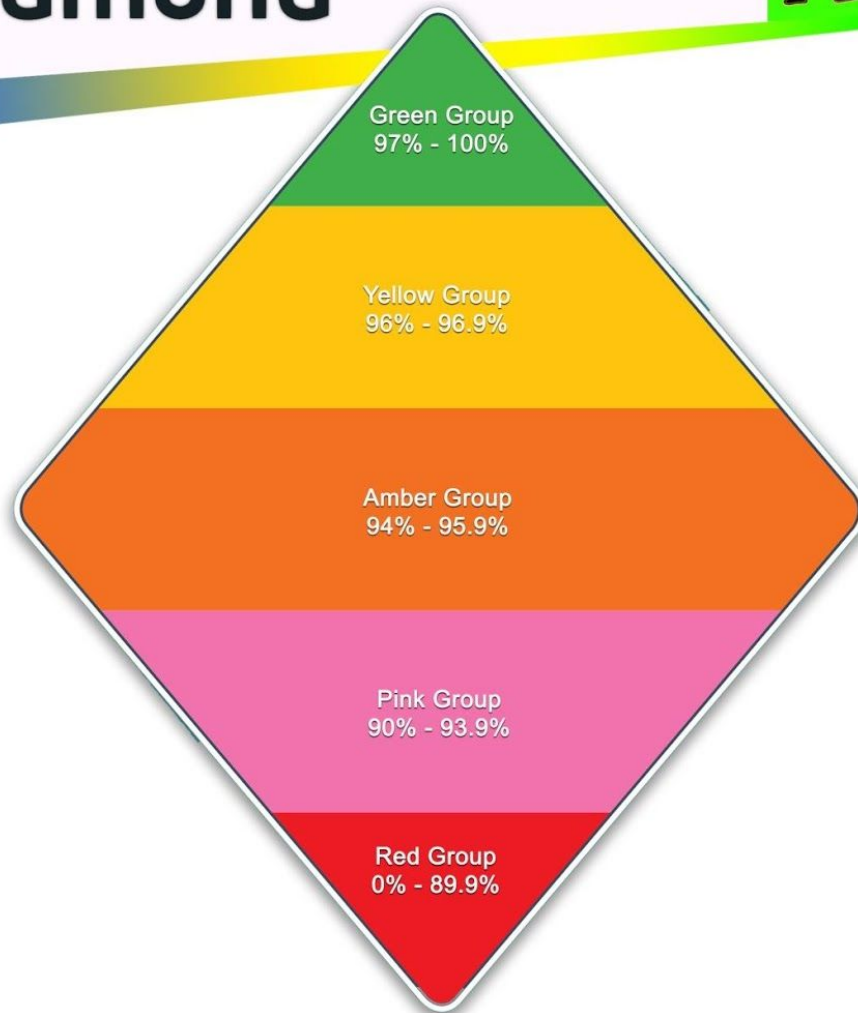
Stayed the same as the previous week.



Dropped from the previous week.

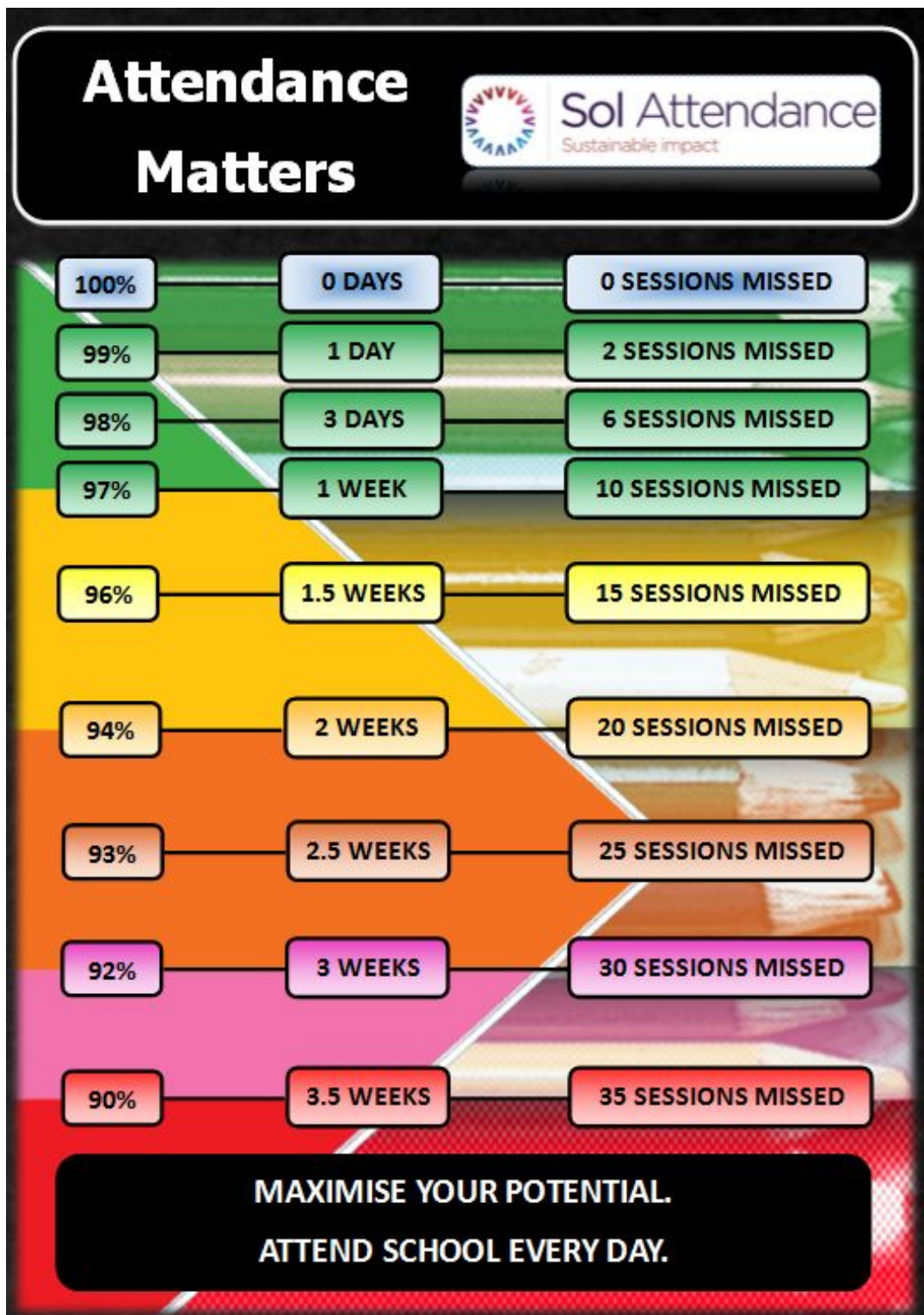
We will use the Attendance Diamond and the Sessions Missed diagram as a focus within the school. These will be shared at parents' evenings and during other meetings in school, you will also receive a summary, as usual, each term.

# Attendance Diamond



Attendance Groups	
Green	Best Chance of Academic Success
Yellow	Risk of Underachievement
Amber	Serious Risk of Underachievement
Pink	Severe Risk of Underachievement
Red	Extreme Risk - Possible Court Action

## Days Missed



Sessions are half days. By the end of the school year, just one week of absence will push your child's attendance to below the national average and the school target.

## Medical Appointments and illness



- Please make medical appointments outside of school hours, where possible,
- Please bring your child to school before or after the appointment so that they can get their mark for the session.
- Please bring confirmation, this can be an appointment card, text, letter or prescription so that we have evidence. We can then authorise the absence. If no proof of appointment is shown, it will be unauthorised.
- Please contact reception to let us know why your child is absent. This is a safeguarding requirement. We have a duty of care to know where our children are during school hours.
- In colder months children can get coughs and colds. If your child has a cold, consider whether they really need to be at home. You can give them medicine and bring them to school.
- We will always call you if your child is unwell during the day.
- If a child has sickness and/or diarrhoea, we do advise you to keep them off school for 48 hours. This is based on Public Health England guidance to try and stop a bug from spreading.



## Rewards and celebrations

We make attendance a high profile, each classroom has a graph that shows the class attendance each week. The class with the best attendance for the week receives a certificate in our special mentions assembly. The children will also move their names on the attendance arrows, hopefully, they will all be on green!

In school, we like to focus on the positives, recognising and praising our children for their good attendance.

- Each week, the class with the highest attendance is announced in assembly and receives a certificate to be displayed on their door. This award encourages the children to work as a class team.
- 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).
- The children with over 98% each term receive a certificate to recognise their attendance achievement, despite having missed a session.
- To celebrate the class with the highest attendance over the half term, there will be a celebration family breakfast which will be sponsored by Morrisons. Parents and children will be invited to a breakfast on the last day of term.



## Holidays

We do not authorise any holidays during term time. The procedure for a fixed penalty notice has changed September 2018. We still need you to complete a Leave of Absence Request Form for safeguarding purposes. When we have received the completed form in school you will receive a letter which will explain that your holiday is unauthorised. We do not authorise holidays during term time. If you wish to continue with your holiday, you may be asked to pay a fixed penalty notice of £60 per parent, per child. The main change to procedures is that your child's attendance when they return to school is now the deciding factor rather than their percentage attendance before they go. Fixed Penalty Notice paperwork is completed by the school if the criteria are met. This is then sent to the Local Authority and they may contact you regarding the fine.

## Possible Parents Concerns

What you are worried about	What is working well	What needs to happen
I daren't ring in because they will ask me loads of questions about why my child is off	I have called the school to let them know my child has been sick so will not be attending school today.	Please call and let the school know if your child is going to be off unwell - this is a safeguarding requirement.
My child's attendance is low and if I go to this meeting, they will be horrible to me	I attended the meeting today and we had a positive discussion about my child's attendance. I feel much better and will contact the school if I am worried.	It is better to talk to us about any problems you are having, we can try our best to help and get your children back in school as soon as possible.
My child has woken up and doesn't feel very well - I'll just keep them off	I took my child to school and let their teacher know they weren't feeling very well this morning. I have given them some Calpol and the teacher has said they will call if they feel they need to.	If you let us know that your child is not well, we can keep an eye on them and if they worsen or there is a problem, we can contact you. Being in school can distract them.

### Who to speak to:

If you want to discuss anything, please speak to someone in school.

You can speak to :

The Behaviour for Learning Leader/ Attendance Officer- Carol Storer

Deputy attendance officer- Kirsty Sweeney

**We hope that this new way of working will lead to improved attendance and support our children to achieve their full potential.**

**Roughwood Primary School**  
**'Where a love of learning grows'**

**Our Aims are:**

To provide a welcoming, secure and caring environment where worthwhile and satisfying relationships are formed and where respect and empathy are our guiding principles.

To provide enriching and stimulating curriculum experiences that promote active learning and enable pupils to achieve success in all they do.

To have high expectations of what we can all achieve by working together.

To develop pupils' confidence in their capacity to learn, both independently and collaboratively.

To foster an effective partnership between home and school, so that families can learn together.

To ensure the continuous professional development of all staff and value their personal contribution to the school.