

Tuesday 19th April 2022

ATTENDANCE POLICY

Dear Parents and Carers

I am writing to share with you our updated attendance policy, which outlines the expectations for attendance at The Willows Primary School.

Understandably, over the last two years, attendance has been affected by the impact of the pandemic. During this time it was necessary for pupils and families to isolate if they or a close contact tested positive. That is not now the case and it is essential that we build back up on our previous positive attendance rates.

There has been a significant impact upon children's education through lost learning as a result of Covid-19. At a time when so much education has been disrupted it is vital that we make every school minute count. Please ensure that your child is in school and on time every day to prevent them from missing out any further.

The Government considers that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff. Failing to improve on this 90% can lead to prosecution, which school want to help families avoid.

There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- If your child is unwell and you are unsure whether to send them to school, contact the office to seek advice on 0161 437 4444
- **Avoid taking any holidays during term times**
- Speak to school staff with any concerns.
- Talk to your child about the importance of them being in school and let them know how important **you** feel it is.

The table below provides an example of the impact of lost learning through pupil absence:

attendance % over a school year	Equal to number of days absent	Converted to approximate weeks of absence
95%	9.5	2
90%	19	4
80%	38	8
70%	57	12

Punctuality is also extremely important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Approximate equivalent number of days lost learning
5	3
10	6.5
15	10
20	13

This year at The Willows our whole school attendance target is 96%. Currently our attendance figure is 94% so we need to work hard during the final term to get as close to our target as possible.

If you have any questions or concerns about attendance or punctuality, please speak to Mrs Stott in the main office.

Thank you for your continued support.

Yours sincerely

Mrs Croke
Head of School