

Section: The School Day

A great deal of importance is placed on good time-keeping in school and we respectfully ask that you ensure that your children arrive at the academy on time.

Reception and Key Stage 1

Morning session (morning registration closes at 9.10am)
9.00am - 12.00noon

Afternoon
1.15pm - 3.30pm

Key Stage 2

All children must line up smartly at the start of the day and will be led into their classroom by their teacher.

Morning (morning registration closes at 9.10am)
8.50am - 12.00noon

Afternoon
1.15 - 3.30pm

3:45 - Extra-curricular clubs

If your child arrives after the start of the session but before registers close they will be marked as late and the number of minutes late recorded, but arrival after the close of registers will result in the child receiving an unauthorised absence mark which will affect the overall attendance figure which is published each year.

Arrangements for the start and end of the school day:

Parents morning reading sessions

We encourage parents to join us to read with their children in the morning on the specified days for their class.

Foundation and Key Stage 1:

Mon, Wed, Fri

Key Stage 2:

Tues, Thurs

For safeguarding purposes it is vital all parents sign in and out of the school site when reading with their child. Teachers have sign in sheets for parents to complete. We appreciate your support in this matter.

Younger children are not allowed out of their class until they are collected by a parent or carer. Only older siblings or relatives who are 16 or over can collect pupils from the academy. If parents/carers are unavoidably delayed and are unable to collect their child at the correct time the teachers will ask the child to remain in the classroom for approximately 10 minutes and then the teacher will bring the child to wait in the main entrance to the academy. We encourage parents to contact the academy if they are going to be late to avoid children getting worried or upset.

Children in Key Stage 2 are allowed to walk home alone if the academy has received written consent from a parent or carer.

Here at Willow Academy we aim to give your children the very best education possible.

Section: Attendance

At Willow Academy, we believe that attending school regularly is important to ensure the best possible learning outcomes for all of our children. Everyone in our whole school community takes responsibility for attendance. Attending school regularly means:

- Children can make the most of their education, improving their chances in adult life.
- Children will develop their social skills, such as making and keeping friendships.
- A regular and punctual attendance pattern will help children when they enter the world of work.

The Academy has an attendance target of 97% and the biggest barrier to achieving our target is holidays taken during term time.

We ask that holidays are only booked during the academy holiday periods.

We do not authorise term time absences and adhere to government and local authority guidelines with regard to Fixed Penalty Notices. For further information please refer to the Attendance Policy.

We reward good attendance in a variety of ways:

Class Rewards

Each week, children have their attendance monitored in preparation for Tuesday's assembly. In assembly, each class has their attendance percentage from the previous week shared with the school and classes receive a reward.

Individual Rewards

From January 2017 children who have high attendance will be eligible for a variety of rewards. This is designed to encourage high attendance of all students and even where there has been some absence children will still be able to access the attendance rewards system. We recognise that there needs to be some incentive for improving attendance even after a period of absence and so we have the "Most Improved" attendance rewards as well as the 97% and above rewards.

We are very supportive and welcome parents to contact us if there is a problem. Please keep talking to us!

Attendance	Reward
Class Rewards	
100% for a week	
97% Plus for a half term	
97% Plus for a term	
97% Plus for a year	
Individuals in Year Groups	
100% in a week	Mini prize and a raffle ticket for weekly draw
Weekly Winners	Named in newsletter and names displayed
Half termly draw for all 100% (cumulative)	Prize draw for voucher. Certificate. Newsletter/website mention
Half termly draw for all 97% Plus (cumulative)	Mini prize draw. Certificate. Newsletter/website mention
Termly draw for all 100% (cumulative)	'Crackerjack' prizes. Certificate. Attendance party/disco. Newsletter/website mention
Termly draw for all 97% (cumulative)	Prize draw for voucher. Certificate. Attendance party/disco. Newsletter/website mention
Annual prize for all 100% students	Afternoon trip or activity (The Dome, Commando Joe's assault course....) Family 'funday' voucher. Certificate. Newsletter/website mention
Annual prize for all 97% students	Afternoon trip or activity (The Dome, Commando Joe's assault course...) Certificate. Newsletter/website mention
Most Improved Attendance	
Class over a term	
Individuals over a half term	
Individuals over a term	

Punctuality and Lateness:

Lateness is disruptive to ALL children and we know that routine is the key to success to make sure children arrive punctually.

If your child arrives after the start of the session but before registers close they will be marked as late and the number of minutes late recorded, but arrival after the close of registers will result in the child receiving an unauthorised absence mark which will affect the overall attendance figure which is published each year.

At home, routine is the key to making simple changes for success. Here are a few tips to try with the family:

- Going to school unprepared can be a major worry for children - help them by checking school bags the night before, packing P.E. bags and keeping an eye on their homework.
- Tired children aren't punctual and find it hard to learn, so ensure your child has a sensible bed time.
- Help them get into a regular routine and set an alarm at the same time every morning.
- Make time for breakfast there will be no stop off at the shops where they can get side tracked on the way to school.
- Children can become unsettled if they have to go into school late and without their friends.
- Have a memory board at home for special trips activities to help remind you and help them remember to prepare for it.
- Try to be strict on absences and show your child that attending school is a priority to you and key to their success

The Academy constantly monitors the registers and will intervene with all cases below 97% or if lateness is becoming a barrier to progress or welfare. Attendance which is below 90% is deemed by the government as Persistently Absent and can result in prosecution.

For more information on school attendance please see the following documents:
<insert attachments here>