

## WHO CAN HELP?



**Mrs Edgar**  
Community Liaison

Mrs Edgar works closely with families to provide advice and support on all things attendance and punctuality.

Mrs Edgar is always on the gate in the morning and afternoon and is also contactable through the school office.

## SCHOOL CONTACT DETAILS:



Willow Bank Primary School,  
Seacourt Road, SE29XB



020 8320 1900



[WBPoffice@watschools.org.uk](mailto:WBPoffice@watschools.org.uk)



[www.willowbankprimaryschool.co.uk](http://www.willowbankprimaryschool.co.uk)

## ATTENDANCE MATTERS

As a parent, you are legally responsible for ensuring your child receives a full-time education between the ages of 5 and 16 years old.

It is important to set the expectation of good attendance and punctuality right from the beginning of school so that children can develop good routines and habits.

Good attendance at school is essential to your child's wellbeing and helps to develop:

- Friendships
- Life skills
- Social and communication skills
- Cultural awareness
- Self-esteem & confidence

Research shows that regular absence from school is often the greatest single cause of poor achievement and performance.

If your child does not go to school without good reason this is an offence and may result in referral to the Educational Welfare Service, the issue of fines and Penalty Notices, or even prosecution.



**Willow Bank**  
Primary School

## ATTENDANCE MATTERS

An information leaflet for  
parents and carers



**Woodland**  
Academy Trust

## REPORTING ABSENCES

It is the responsibility of parents/carers to ensure that you notify the school, daily, of your child's sickness or absence. A reason must be given and should be reported by telephone or email before 10am.

## MEDICAL APPOINTMENTS

Where possible, please make medical/dental appointments for your child outside of school hours. If this is not possible, the amount of time off school should be kept to a minimum. If medical evidence is not provided, the school may not authorise time off.

## LATENESS

It is important that your child attends school every day and on time. Late arrival to school can be unsettling for children, and can disrupt the rest of the class.

The school gates are opened at **8:40 am** and are locked at **8:50 am**. Pupils arriving after this time should report to the School Office **accompanied by an adult** to be signed in.

## AUTHORISED ABSENCES

Reasons given for absence during morning or afternoon sessions from school for genuine reasons e.g. medical/dental appointments, illness, religious observance, emergencies or unavoidable causes will be recorded as authorised where satisfactory evidence is provided.

## UNAUTHORISED ABSENCE INCLUDES:

- Parents/carers keeping children off school unnecessarily e.g. non-infectious illness or injury that does not affect their ability to learn, or the child having a late night;
- children who arrive at school too late to get registered;
- holidays in term time;
- accompanying siblings or parents to medical appointments;
- absences which have not been properly explained;
- family days out.

## PERSISTENT ABSENCE

Good attendance is **95% or more**. Any child with attendance below **90%**, is classified as 'persistently absent' from school.

Research shows that persistent absence can affect a child's social skills, confidence & self-esteem. Persistent absentees are less likely to achieve their full potential, which can affect grades, and a child's future prospects.

## UNAUTHORISED LEAVE DURING TERM TIME

Pupils are not entitled to take time off during the term for holidays. Please be aware that requests will almost always be refused and will not be authorised. Family holidays should be taken during the school holiday periods.

A Penalty notice may be issued if parents fail to ensure that their child attends school regularly. Fines are £60 per child per parent/carer if paid within 21 days, and £120 if paid between 22 and 28 days. If left unpaid, parents will be reported for prosecution. This is in accordance with the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

Any requests for leave due to 'exceptional circumstances' must be made in writing to the Head Teacher in advance. Please use a Leave of Absence form available from the School Office.

If you have a question, you are worried or would like support with your child's attendance, please speak to your child's class teacher or contact the Community Liaison Officer on **0208 3201900**, who will be able to offer you advice and guidance on attendance. You can also refer to our Attendance Policy which is available on our school website.