



**Willow Lane CP School**

Willow Lane,  
Lancaster,  
LA1 5PR

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0152465880

**Appletree Nursery**

Milking Stile Lane,  
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LA1 5QB

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At **Willow Lane CP School**, we believe that good attendance and punctuality are key to helping children succeed—and we know you want the very best for your child, just like we do. By working together, we can give your child the best chance to reach their full potential, both in school and beyond. Regular attendance helps your child:

- Keep up with lessons and achieve their target grades
- Build and maintain friendships
- Take part in fun social and sporting activities
- Learn important life skills
- Develop good habits like punctuality, which are essential for future success

We're committed to making sure your child feels safe, supported, and part of our school family. Being in school regularly plays a big part in that.

**School Day Information.**

Morning registration is between 8.45am and 8.50am.

The gates open at 8.40am in the morning and close at 8.50am. However, the school day starts from 8.45am. Pupils are expected to be on the premises at that time and that is when the registration period starts (ie when the register is taken and remains open). School finishes at 3.15pm.

You can find details about breakfast clubs, after-school clubs, and our minibus service on our website or by contacting the school office (01524 65880).

**Why Attendance Matters.** It might seem like 90% attendance is okay—but that actually means your child misses nearly 4 weeks of school over the year. That's a lot of lost learning!

Here's what attendance looks like over time:

	Impact over 1 school year
100% Attendance	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost

Our goal is for every child to aim for 100% attendance. You can read our full attendance policy on our website: <https://www.willow.lancs.sch.uk/>

**When Your Child Is Unwell.** We understand that children sometimes get sick or have exceptional reasons for being absent. The NHS has a helpful guide to help you decide if your child is too ill for school: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-is-my-child-too-ill-for-school/)

If you're ever worried about your child's attendance, please speak to their class teacher, form tutor, or contact me directly. We're here to help and can work with you to overcome any challenges.

### **How You Can Help**

Here are some simple ways you can support your child's attendance and punctuality:

- Set a regular bedtime to help them get enough sleep
- Create a calm evening and morning routine
- Make sure they attend school every day unless there's a valid reason
- Get them to school on time by [insert expected time]
- Book medical appointments outside school hours when possible
- Let us know if your child is too unwell to attend ([insert how to report absence])
- Take holidays during school breaks—not term time
- Talk positively about school and show interest in their day
- Attend parents' evenings and school events
- Praise their efforts and achievements
- Work with us to support any behavioural or emotional challenges
- Reach out early if you have any concerns—we're here to help

We're really looking forward to working with you to support your child's journey through school.

Kind regards,

**Kirsty Banks**

**Pupil Support Manager**

