



Willow Lane CP School

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Headteacher: Lucy Naylor
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Appletree Nursery

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Reminders of School Expectations

School Day Information.

Morning registration is between 8.45am and 8.50am.
Afternoon registration is between 12:50pm and 12.55pm.

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 (i.e. when the register is taken and remains open).

School finishes at 3.15pm.

If your child has a medical appointment, please show evidence of this at the office and book in for a collection, prior to the day so that staff are aware.

Attendance

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.

If your child’s attendance falls below 90%, they are classed as a Persistent Absentee. It might seem like 90% attendance is okay—but that means your child misses nearly 4 weeks of school over the year. That’s a lot of lost learning! Many of our daily interventions such as reading, phonics boosters, maths boosters and Lexia take place in the morning for the first 20 mins as this is when children take in new information the best. Therefore, coming to school late may affect how your child catches up with their 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



	Impact over 1 school year
	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/)

If you're ever worried about your child's attendance, please speak to their class teacher. 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
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School Uniform

Willow Lane's school uniform consists of the following:

- School logo navy sweatshirt, cardigan, hoody or fleece*.
- Yellow polo shirt.
- Plain black (no logos) leggings or jogging bottoms or shorts/ skorts (weather permitting)
- Plain black trainers



Earrings/ Jewellery

We encourage children not to wear earrings at all as we are constantly active.

We allow children to wear studs only. These need to be removed for PE. If your child's earrings cannot be removed, we will ask that you send permission for them to be taped up at your own liability. This is due to the danger of piercing the skin behind the ear if they fall.

No other jewellery is allowed in school unless it has been agreed with the headteacher. If a child is wearing jewellery, they will be asked to remove it and parents to pick up from the office at the end of the day.

Outdoor Play

We are working hard to develop our outdoor play provision. This means that the children will be outside and, on the grass, more. If they have a spare pair of wellies, please send your child in with them. Do not send your child in in fancy coats, they will get mucky as they play. Our uniform is designed to be affordable and easily washed as well as comfy for the children. Please help support this ethos.

Thank you all for all your support in these areas.

Have a lovely half term,
Miss Naylor
Headteacher

