



Willow Lane  
Community Primary School



Willow Lane CP School  
Willow Lane  
Lancaster  
LA1 5PR  
[bursar@willow.lancs.sch.uk](mailto:bursar@willow.lancs.sch.uk)  
01524 65880

Appletree Nursery School  
Milking Stile Lane  
Lancaster  
LA1 5QB  
[bursar@appletree.lancs.sch.uk](mailto:bursar@appletree.lancs.sch.uk)  
01524 64132

Headteacher - Lucy Naylor  
[head@willow.lancs.sch.uk](mailto:head@willow.lancs.sch.uk)

## ATTENDANCE REMINDERS

### Willow Lane CP School

#### Attendance registration

Morning registration is between 8.45am and 8.50am.  
Afternoon registration is between 12:40pm 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.

School finishes at 3.15pm.

#### Absences

If your child is going to be absent, parents must inform the setting as soon as possible and at the latest **by 9.15 am on the first day of absence by calling school on 01524 65880 or nursery on 01524 64132.**

If we have not heard from you by this time, we will phone or text home in the first instance. If we have not had a reason for lack of attendance by 9:30am, SLT will carry out a home visit. **If a text is sent and we cannot contact you we will do a home visit as a child or someone else may have sent the text.**

Parents must also ensure that school has up-to-date contact information for themselves and emergency contacts.

#### Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the head teacher at least a month **before** making any bookings.

Leave of absence in term time **will not** be granted unless:

- a request for leave has been made **in advance** by a parent with whom the pupil normally resides (using the form available on the [school website](#) or from the school office), **and**
- the head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.
- **Leave of Absence cannot be requested through an email.**

Kirsty Banks  
Pupil Support Manager

