

William de Yaxley Church of England Academy

"May our love of God, of each other and of learning make this school a happy, safe place full of faith, hope and high expectations."

Headteacher: Mrs K Corley

Deputy Head: Mrs S Milne

E-mail: admin@williamdeyaxley.cambs.sch.uk / office@williamdeyaxley.cambs.sch.uk

Website www.williamdeyaxley.demat.org.uk



Attendance Information for Parents/Carers

School start time (register opens): 8.40am

Registers will close at 9.10am (30 minutes after registered has opened.)

To report an absence please call: 01733 240323, select Option 1

Academy Attendance Officers for day to day contact:

Name: Laura Underwood/Linda Nelder

Contact details: School Office

Academy Attendance Champion:

Name: Kay Corley

Contact details: admin@williamdeyaxley.cambs.sch.uk

First Day Absence procedures:

Parents are expected to notify the academy **each day via the absence telephone line (detailed above)** if their child is unable to attend for an unavoidable reason, such as illness.

If the academy does not receive notification, we will:

- Send a message asking you to make contact with the school as soon as possible.
- Call all numbers for those with parental responsibility.
- Call other contacts.
- If all avenues of communication have been exhausted with no response we will conduct a home visit.



Part of the Diocese of Ely Multi Academy Trust
Landsdowne Road, Yaxley, Peterborough, Cambridgeshire PE7 3JL
Telephone: 01733 240323

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Strategies for promoting attendance:

- Daily Registers
- Morning Activities, such as, Sensory Circuits and Morning Work Book
- School Office contact Day 1, Day 2 and Day 3
- 100% School Half Term Attendance Certificates
- 100% School Term Attendance Certificates
- 100% School Year Attendance Certificates + Reward, such as, doughnuts
- 100% School 4 Year Duration Attendance Certificates + Reward, such as, voucher
- Half Termly Attendance Reviews
- Termly Attendance Reviews
- Attendance Letters
- Parent and Headteacher Meeting

Link to LA strategies for supporting attendance:

- Local Authority Attendance Officer
- Attendance Contracts
- Education Supervision Orders
- Attendance Prosecution
- Parenting Orders
- Penalty Notices



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