

SIMS Registration

The Willow Centre is overseen by Peartree Spring Primary School. A member of the Peartree Spring admin team will contact school for the CTF in order to import onto The Willow Centre's SIMS.

Children will be dual registered (Subsidiary) with The Willow.

Mainstream school should mark pupil as 'D' when attending The Willow Centre.

For the sessions where the child is not attending school or The Willow Centre, they should be marked as 'C'.

Monitoring Attendance

At the end of each week, The Willow Centre will send an attendance report to the mainstream school.

Explained Absences

The Willow Centre will mark absence as 'I' or 'M' on SIMS and notify mainstream school via phone.

Unexplained Absences

The Willow Centre will mark absence as 'N' on SIMS and contact parent. If no explanation is provided, The Willow will contact the mainstream school.

The Willow Centre will attempt to contact home again during the day. Mainstream school to also follow own absence procedure.

If appropriate, The Willow will contact family's Social Worker.

Persistent Absences

It remains the responsibility of the mainstream school to monitor attendance and issue attendance notices as necessary.

Lunches

Children may have a HCC lunch or home packed lunch while at The Willow Centre.

Our lunches are prepared by Lodge Farm School Kitchen.

Paid and FSM lunches are invoiced to The Willow Centre.

Pupil Funding

As children are only with us on a short-term basis, we do not invoice for any pupil funding. All funding remains with the child's mainstream school.

If you have any further questions regarding admissions, attendance or finance, please contact
Willowcentre@peartreespring.herts.sch.uk