

School Attendance Parent Guide



**Woodcot
Primary School**

TOGETHER WE LEARN AND GROW

Attendance Team

Headteacher
Mrs M Beetlestone

Assistant Headteacher
Mrs V Popham

Family Support Coordinator
Mrs T Wood

Admin
Mrs L Morris & Mr Adam Watson

Telephone: 01329 234381
Email: admin@woodcotschool.co.uk

Please also refer to the full attendance policy that can be found on our website

Every Day Counts

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A week's learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Every Minute Counts

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!

Our Mission

At Woodcot, we believe good attendance is vital for a child to achieve their **full potential**. We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

Every child matters

Every day matters

Every minute matters

Parental Home Agreement

Parents/carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.



Attendance Procedures

Absence

If your child is going to be absent from school, you must contact the

school office before 9.00 am

to provide a reason for absence. You can either call 01329 234381 or email admin@woodcotschool.co.uk

Punctuality

If your child arrives to school after registration closes your child will receive an unauthorised late mark - this affects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

Fines - Holidays

Holidays are in no circumstances authorised by school.

Unauthorised absence, due to holidays, will result in a fine being issued from Hampshire County Council.

PA or Risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

Medical Evidence

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%), you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

Support and Advice

If you would like any support regarding your child's attendance, please contact our Family Support Coordinator, Mrs Wood, via the school office.



FAQ's

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90% - we aim to offer early intervention support at this stage.

What is an FPN?

FPN stands for 'Fixed Penalty Notice'. FPN's are issued for unauthorised absences. This includes term time holidays.

I'll just go on holiday and pay the fine?

FPN's have now been capped nationally at **TWO** fines within any 3-year period. After this, other action like a parenting order or prosecution, has to be considered. This could mean a fine of up to £2500!

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence. If no reason is provided, school may carry out a visit to your home - this is to check on the welfare of you and your child.

