



**A Parent's Guide  
to  
Attendance and  
Punctuality  
at  
Woodcroft Primary  
School**

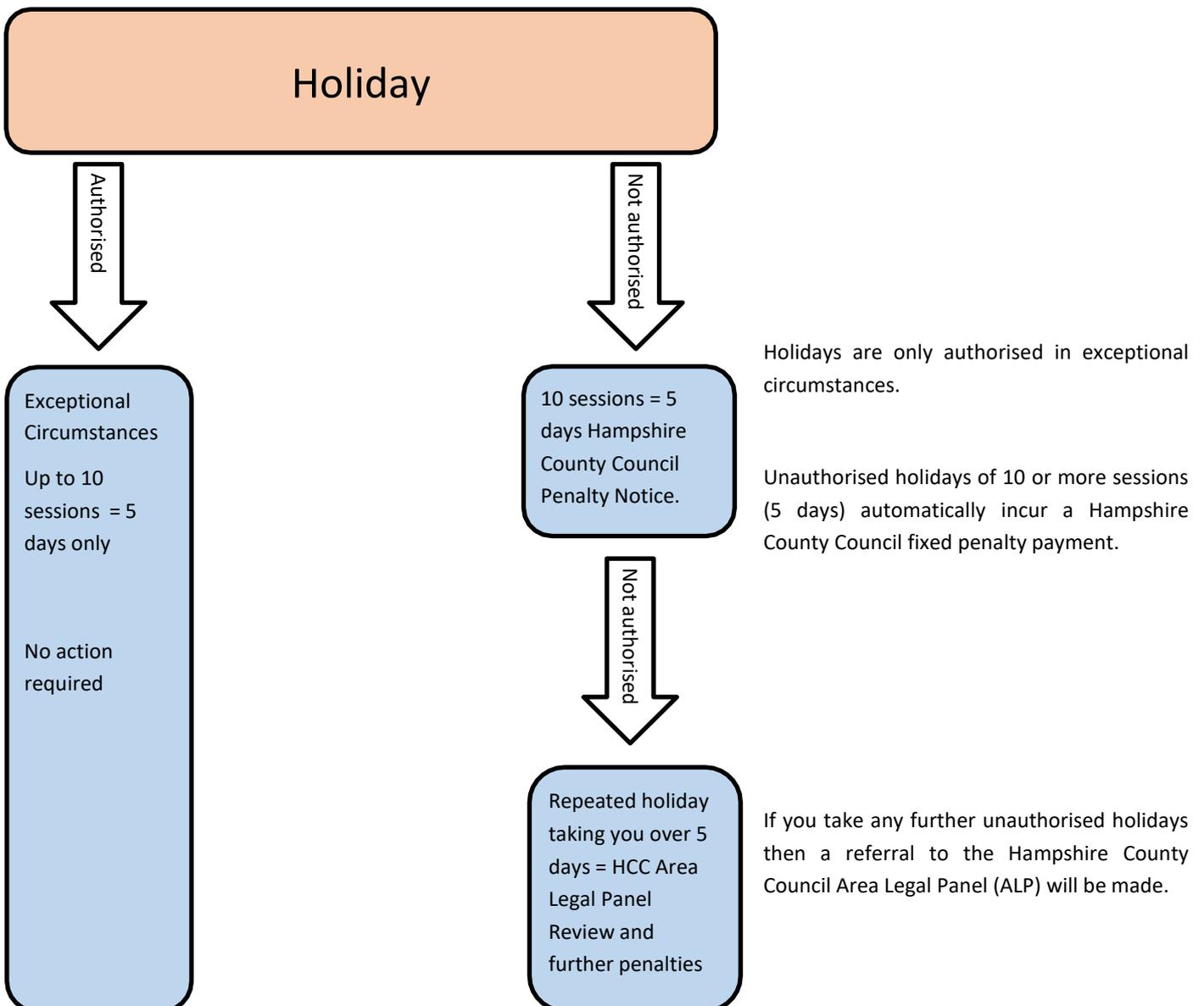
# Parents' Guide to Attendance and Punctuality

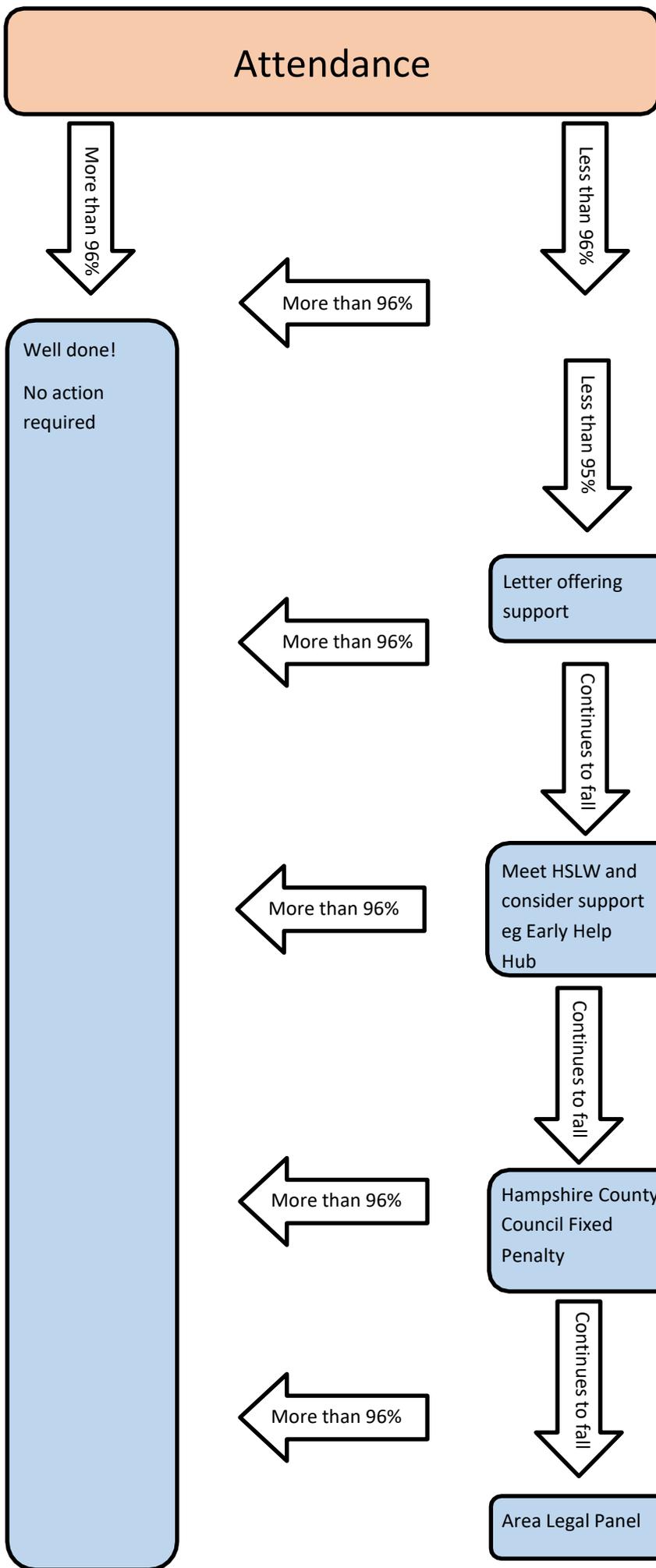
At Woodcroft Primary School, we are keen for children to achieve in all areas of their lives and for this to happen we know that children need to be in school and on time.

The National average for attendance is 96%.

Following advice from Hampshire, we will adopt the following steps in an effort to support those families where attendance and punctuality is an issue.

Parents should be aware that if the school has to enforce a Hampshire fixed penalty notice then the school does not receive the money from these penalties: all monies go to Hampshire County Council. The school has adopted this approach in response to the updated Hampshire County Council Code of Conduct March 2020.





When a child is absent and we do not know why, we will phone you to ensure that they are safe. If we do not hear from a parent/carer for three consecutive days, we will visit the home to see that the child is safe. Should there not be any contact at that point, we will call the police for their assistance in ensuring the child and family are safe. This is in line with county child protection advice.

When there appears to be a pattern of absence e.g. specific days of the week every week, the Home School Link Worker will speak with you to see if there is anything we can do to support.

If your child's attendance falls below 95% then a letter will be sent home to see if there is anything we can do to support. (Letter 1 sent)

If attendance stays below 95% then you will be invited into school to meet with the Home School Link Worker. Together we can consider ways in which we can offer support e.g. the support of the Early Help Hub. Early Help Hub is a meeting of different agencies that can offer support to barriers for attendance. (Letter 2 sent)

If support is declined, then all further absences will then be classed as unauthorised without medical proof provided.

If there is still no improvement in attendance then in accordance with County guidelines the school will send a referral to the Area Legal Panel (ALP) will be made.

We hope that early intervention and positive engagement with families will mean that we don't need to reach these final steps.

Should attendance continue to fall, this is then classed as 'Persistent Absenteeism' (PA). Should this happen, further penalties may be issued.

# Punctuality

On time

After 8:50am

Well done!  
No action required

On time

HSLW will chat to you

After 9:00am

On time

A letter will be sent home regarding lateness

Lates continue

ALP referral made and/or fine issued

Being at school on time is critical to start the school day in the most positive way. Children engage in learning activities from the moment they walk into school and regularly missing these opportunities impacts on progress. If your child arrives at school after the register has been closed at 8:50 they will be recorded as late.

If your child arrives after 9:00 your child will be marked as unauthorised which will show on their attendance record.

If your child continues to be late, a second letter will be sent home inviting you to meet with the HSLW to talk about any support that can be offered.

If support is declined, and your child continues to be late then a Hampshire County Council fixed penalty notice may be issued and you will be referred to the Attendance Legal Panel (ALP). These sessions do not need to be consecutive.