

Tweedmouth West Primary School

Parent Guide to School Attendance

Punctuality

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

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 01289 306151 or complete a Parentmail Absence on your Parentmail App.

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.

PA / 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.

Fines / holidays

An 'Application for Leave of Absence' form must be completed for all holidays booked during term time. Holidays will only be authorised in exceptional circumstances.

Unauthorised absence due to holidays may result in a fine being issued from Northumberland County Council.

ATTENDANCE TEAM-

Head Teacher- Mrs Jacq Dalrymple

School Office Manager - Mrs Hannah Hodgson

Telephone: 01289 306151

E-mail: admin@tweedmouthwest.northumberland.sch.uk

Website: <http://www.tweedmouthwest.northumberland.sch.uk/>

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

Frequently Asked Question'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 EPN?

EPN stands for 'Education penalty notices' EPN's are issued for unauthorised absences, this includes term time holidays.

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

EPN'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.

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

Every Day Counts

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks 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