



Woodlands Community Primary School
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"Excellent" Estyn 2014 & 2019 *'Learning and sharing, respectful and caring'*

Dear Parent / Carer,

I'm writing to remind you that we will be issuing Fixed Penalty Notices (FPN) as part of our strategy to bring our attendance figures back in line with our pre-Covid figures. We have always been proud of our attendance figures in school, and I would like to take this opportunity to thank parents and carers for their continued support in this area.

Now that we are back to normal with our routines in school, we feel it is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms all day. We will only issue an FPN as a last resort; usually issues are resolved with clear home-school communication. However, should we feel that there are no underlying reasons for school absence then the FPN process will be followed.

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.'

If you would like to discuss any aspect of this letter, please get in touch.

Best wishes,

Jaci Bates

Head Teacher Woodlands Community Primary School
Interim Executive Head Nant Celyn Primary School