

NAME OF CHILD \_\_\_\_\_ CLASS \_\_\_\_\_

# ATTENDANCE—HOME SCHOOL AGREEMENT



## THE SCHOOL WILL:

- *promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.*
- *ensure that Start of Day Activities (S.O.D.A.) begin at 8:55 a.m.*
- *operate procedures for children who arrive late which ensures that their attendance is registered. Any child arriving at school after 9:05 is considered late. When they are late, they go to the POD to ensure that a member of the Office Staff records their name to mark them in the register; they are then given a Late Card. The child can then go to their class and must hand the late card to their teacher to show that they have been to the office to register themselves as late.*
- *operate a First Day Calling System. If there has been no contact by 9.20 am from a Parent/Carer as to why their child is not at school, a member of the office staff will call home to find out why the child is absent and this will be noted in the register.*
- *instigate a safeguarding visit to the home the child resides in if, after three days, no contact has been made with the school regarding your child's absence.*
- *ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently. Monitor attendance and punctuality on a regular basis with the Education Welfare Team and /or Attendance Officer. Letters will be sent out to children whose attendance and punctuality is causing concern.*
- *organise attendance competitions and awards to provide additional motivation and celebrate success.*
- *contact parents and carers if there is a persistent problem concerning the child's attendance or punctuality.*
- *refer those who are persistent poor attenders to the Tri Borough Early Help Team.*

## TO HELP MY CHILD AT SCHOOL, I WILL:

- *make sure that my child arrives in school by 8:55 a.m. ready to start the day at 9:00 a.m. I will collect my child from school at 3:30 p.m. If they are attending Out of Hours Activities, I will arrange to collect my child at a time agreed with the member of staff concerned.*
- *make sure that my child attends school regularly and will inform the school of the reason for any absence using the following steps:  
1) First Day of absence—contact the school with reason by phone and/or letter.  
2) On return—I will provide a letter stating reason for absence  
3) Three consecutive days sickness—I will provide a medical certificate from my GP or proof of visit to GP (such as appointment card/prescription etc).*
- *for Medical appointments and visits to the dentist, I will make every effort to schedule appointments at either the beginning or the end of the school day, so that my child does not miss a whole day. I will also send in the relevant appointment card which will be photocopied and added to my child's records.*
- *co-operate with the School and Tri Borough Early Help Team when either attendance or punctuality are cause for concern.*
- *take family holidays during school holiday periods. I am aware that requests for leave during term time will be refused except in special/exceptional circumstances which will be discussed and agreed with the Tri-Borough Educational Welfare Team. (please make sure you have read the "Attendance Policy")*
- *ensure that my child aims for 100% attendance throughout the Year.*

SIGNED: \_\_\_\_\_ HEAD TEACHER



SIGNED: \_\_\_\_\_ PARENT / CARER

September 2014