	Governors	**Date:** 09/09/2022
Last reviewed on:	September 2022	
Next review due by:	September 2023	

Contents

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance

- Reducing absence, including persistent and severe absence

- Ensuring every student has access to the full-time education to which they are entitled

- Acting early to address patterns of absence

- Building strong relationships with families to ensure students have the support in place to attend school

- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996

- Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006

- The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher and Assistant Headteacher for Behaviour and Attendance to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The Assistant Headteacher responsible for attendance

The Assistant Headteacher (for Behaviour and Attendance) is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Ensuring that calls and meetings with parents to discuss attendance issues take place
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Mrs B Smith and can be contacted via 0121 556 4131

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)

- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the Assistant Headteacher responsible for attendance and the headteacher

- Working with education welfare officers to tackle persistent absence

- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs V Williams and can be contacted via 0121 556 4131.

3.5 Form Tutors/Subject Teachers

Form Tutors/Subject Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the school MIS (or to the school office if the system is down) within 15 mins of the start of the lesson.

3.6 School Office staff/Student Support Managers/Student Attendance Manager

School Office staff/Student Support Managers/Student Attendance Manager staff will:

- Take calls from parents/carers and 6th form students about absence on a day-to-day basis and record it on the school system

- Transfer calls from parents/carers and 6th form students to the year team in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day/timetabled session on time

- Call the school to report their child's absence before 8.00am on the day of the absence and on each subsequent day of absence, and advise when they are expected to return

- Provide the school with at least 2 emergency contact numbers for their child

- Ensure that, where possible, appointments (including medical and dental appointments) for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend school every day on time (in form by 8.30am)
- Attend every timetabled session on time
- Sixth Form students should call the school to report their absence before 8.00am on the day of the absence and each subsequent day of absence

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.33am and will be kept open until 9am. The register for the second session will be taken at 12.03pm and will be kept open until 12.30pm

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.00am or as soon as practically possible by

calling the school office/attendance staff (see also section 7). They will be directed to the attendance/year team via the school's phone system.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code

- After the register has closed will be marked as absent, using the appropriate code

- The academy day starts at 8.30am. All students should be in their classroom at this time.

- Registers are marked by 8.33am. Anyone who arrives between 8:33am and 9:00am will be marked present and the minutes they are late will be recorded and used for internal sanctions.

- Anyone who arrives in school after 9:00am will be marked with a 'U' code, this is an unauthorised absence and could lead to a referral being made to Sandwell Attendance and Prosecution Service.

- Students arriving at school between 8:30am and 8:40am will be spoken to by a senior member of staff at the gate then sent to registration.

- Those arriving between 8.40am – 8.45am will be admitted by the office and will go straight to form to get signed in. Anyone after this will be given a late slip by reception.

- Students who are late to school more than once in a half term will receive the following sanction:

- 1 x late = Conversation with the Form Tutor.

- 2 x lates = Year Leader detention for 45 min. This will be the case for every 2nd late.

- 4 x lates = Year Leader detention for 45 min and placed on White report with Form Tutor

- 8 x lates = Year Leader detention for 45 min and parents contacted by Year Leader and student placed on Green Report.

- 10 x lates = Year Leader detention for 45 min and parents invited for meeting or telephone conversation with Assistant Head teacher (B&A), to discuss lates

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Text/E-mail the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If no response is received, a call home will be made. If the school cannot reach any of the student's emergency contacts, the school may make a home visit. If there is still no contact by the second day, the school will contact police.

- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the CME team.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. This information is easily available whenever the parent wants to look via class charts (if parents have forgotten log-in details they should contact the school.

School will also issue half-termly written attendance reports which show parents/carers what their child's attendance has been like for that half-term.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as a family emergency that cannot be helped.

A Family holiday is not an exceptional circumstance. The Headteacher cannot and will not authorise school (or other educational establishment) absence purely for the reason of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the student's year team. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age (this is until the final Friday in June of their yr 11)

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

School Attendance is promoted in several ways:

- Praise from Form Tutors and class teachers every day for good attendance.

- YL's and SSM's to praise and promote good attendance through assemblies and Year rewards systems.

- The year group with the highest attendance for that week are updated and displayed on the Live TV system on school.

- Displays outside the Attendance Manager's office and around school to promote good attendance.

- Certificates for the 100% attenders and 100% attenders with no lates are awarded to students in their End of Year Celebration Assembly.

- Letters to parents of those students who have improved their attendance over a certain period of time.

- One to one praise for the most challenging students from the Attendance Manager and SLT.

- Lucky Ducky Box

7. Attendance monitoring

- Weekly attendance meeting are held with the YL and SSM to identify attendance trends and what strategy is best to tackle the issue.

- Once a student's attendance drops to 98% or below, an attendance letter will be sent to parents/carers informing them of their child's attendance.

- If there is no improvement and attendance continues to decline, then the Attendance Manager will have a conversation with the student to ascertain as to why their attendance is declining. The SSM will phone home every day that they are absent to ask why the student is not attending school. These conversations are then logged on Sims as evidence.

- If attendance is still an issue, then parents/carers will be invited to attend an attendance meeting with the student's YL, SSM and Attendance Manager. A letter of what was discussed, and the outcome of the meeting will then be sent to the parents/carers. Early Help may be offered at this point and a member of the LA may be invited in to attend the meeting also.

    o The pupil will be placed on a 10 Day Check-In Tracker with the Attendance Manager.

- If then a students attendance continues to decline, then the Attendance Manager will start to gather evidence for the Local Authority to take further action.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level

- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families.

- Discuss attendance weekly at the Senior Leadership Meeting

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports via class charts to Year Teams/Form tutors, and other school leaders, to facilitate discussions with students and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

Wood Green Academy recognises that early intervention can reduce poor attendance. Attendance and punctuality are monitored and reviewed throughout the academic year by Year Leaders, Student Support Managers and the Student Attendance Manager as well as members of the Senior Leadership Team.

The Academy's target for attendance is 98% and all students should aim to achieve this. When a student's attendance falls below this figure, a letter will be sent informing parents of this and outlining the support available to students to ensure good attendance. If a student's attendance falls to 95% or below, parents may be invited to meet with their child's Year Leader and the Student Support Manager to discuss reasons for this, and no further absences will be authorised without medical evidence (See Appendix 2 below for acceptable forms of medical evidence)

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Assistant Headteacher for Behaviour and Attendance and Student Attendance Manager. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy

- Behaviour policy

10. - Children missing from education

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school's or college's unauthorised absence and children missing from education procedures. (Keeping Children Safe in Education 2022)

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed (9am)

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Wise Up Chart

Gold	Your child's attendance is above 98% They are on track to be absent less than five days in a school year They are '**WISED UP**' on the importance of good attendance As well as being an excellent attender they will almost certainly achieve the best grades for their ability, giving them real opportunities in further education and the world of work.	• Awarded positive points on school record • Personal praise from Year Leader • Receive Year Group rewards	• Students with Gold attendance make the most progress in school; this progress is well above the national average • Students with Gold attendance achieve the highest average grades • More than half of students with Gold attendance achieve a Grade 5 or higher in English & Maths at GCSE
Silver	Your child's attendance is between 96% and 98% We know they are '**WISE'** about their attendance They are likely to achieve grades that will give them real opportunities to continue their studies and in the world of work.	• Awarded positive points on school record • Aim for Gold	• Students with Silver attendance make progress in line with the national average • Students with Silver attendance achieve grades in line with national average • A third of students with Silver attendance achieve a Grade 5 or higher in English & Maths at GCSE
Bronze	Your child's attendance is between 94% and 96% Any absences without medical evidence will be recorded as unauthorised, this could lead to a referral to Sandwell Attendance and Prosecution Service They could be missing up to ten days in a school year We think they should be '**WISER**' about their attendance. Your child's absences will make it difficult to achieve their best.	• Absences will not be authorised without medical evidence • Aim for Silver	• Students with Bronze/ Amber attendance make less than average progress compared to the national average • Students with Bronze/ Amber attendance achieve grades below with national average • Only a quarter of students with Bronze/ Amber attendance achieve a Grade 5 or higher in English and Maths
Amber	Your child's attendance is between 92% and 94%	• Your child's form tutor will discuss	

(Orange/Amber)	Any absences will be recorded as unauthorised, this could lead to a referral to Sandwell Attendance and Prosecution Service They could be missing up to sixteen days in a school year We think they need to 'WISE UP' about their attendance. They are missing so much time from school that it will be difficult to keep in touch with lessons or work	• their absences with them • Absences will not be authorised without medical evidence • Attendance Letter from Student Attendance Manager • Aim for Bronze	
Red	Your child's attendance is between 90% and 92% They are missing up to 20 days in the school year They need to 'WISE UP' about their attendance now! They are missing so much time from school that it will be difficult to keep in touch with lessons or work	• Absences will be recorded as unauthorised without medical evidence • Below 92% - Year leader will ask parents for a meeting • Attendance Letter from Student Attendance Manager	• Students with Red attendance make less than average progress compared to the national average by almost one grade per subject • Students with Red attendance achieve grades well below the national average • Only a quarter of students with Red attendance achieve a Grade 5 or higher in English and Maths
Purple	Your child's attendance is below 90% They are missing more than 20 school days in the school year! The government sees this level of attendance as 'Persistently Absent' They need to 'WISE UP' and TAKE ACTION NOW! **They are missing so much time from school that it will be almost impossible for them to keep in touch with lessons or work!**	• Absences will be unauthorised without medical evidence • Attendance Letter from Student Attendance Manager • Local authority may start formal action against parents.	• Students with Purple attendance make less than average progress compared to the national average by over one grade per subject • Students with Purple attendance achieve grades well below the national average • Less than 10% of students with Purple attendance achieve a Grade 5 or higher in English and Maths

Appendix 3: LOA Request Form

Sandwell Metropolitan Borough Council

September 2022

Schools Attendance Support Service
Leave of Absence Request

Before completing this form, please read the
Leave of Absence Request – Guidance Notes : Section 1 for Parent/Carers

Section A: Student's Details

All sections must be fully completed – ONE APPLICATION PER STUDENT

School:	
Student's Name:	Date of Birth / /
Student's Address:	Telephone No.
	Mobile Tel No.
	Post Code

Section B: Reason for Leave of Absence

I would like to request a Leave of Absence for the above-named student:

First date of Absence from school	/ /	Returning to school on	/ /

Head teachers can only authorise a Leave of Absence if they consider that the detail and information you provide constitutes an exceptional circumstance. You MUST provide all the details and information you would want the Head teacher to consider in deciding if your request can be granted.

By signing this application, I understand and agree the following:

1. That I have read the Leave of Absence Request Guidance Notes and that if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice (a fine of up to £120 in respect of each child and each Parent/Carer) and/or be subject to further legal proceedings in the Magistrates Court).
2. That I am a Parent/Carer with whom the student 'normally resides'.
3. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance" and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Parent/Carer Applicant SIGNATURE		Date of Application	/ /
Relationship to student			

Please turn over for Section C

Section C: Additional Parent/Carer(s) with Parental Responsibility

You must enter the names/dates of birth and address details of every ADDITIONAL adult who holds Parental Responsibility and/or care of your child.

Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			

For School Use ONLY

Request form Received	Date / /	Checked as complete Name of school staff:	Y/N
Information corresponds with school records & Data collection sheet included	Y/N	Head teacher's review	Date / /
Outcome: Agreed / Declined	/ /	Applicant advised of outcome	Date / /

How applicant was advised of outcome (i.e. verbally, by letter, by telephone) School staff may need to provide evidence of the above should Court proceedings follow.

School's Request for Penalty Notice

I have read the Leave of Absence Request – Guidance Notes and understand that once requested and issued a Penalty Notice cannot be withdrawn other than in the circumstances detailed. ☐

Agreed by Head teacher	Date / /
Referral to Schools Attendance Support Service	Date / /
Referrer Name	Position in School
Have you attached a copy of the student's Attendance Summary/Certificate	Yes ☐
Have you attached a copy of the decline letter sent to Parent/Carer(s)?	Yes ☐

You do not need to complete a Legal Intervention Referral if all the above details are provided. A Leave of Absence referral can be accepted when you use MOVEit together with a fully completed Leave of Absence Request form, a copy of the school's decline letter to parents/carers (or confirm agreement to provide a Section 9 Witness Statement) and the student's Attendance Summary/Certificate.

Please send your completed form via MOVEit
T3335505_AS_SCHOOLNAMELOA-CHILDINITIALS

Appendix 4: Parent/Carer Contract

Parent / Carer Contract (Page 1)

September 2022

Sandwell Metropolitan Borough Council

Schools Attendance Support Service
Parent / Carer Contract

Name of Student	**Date of Birth:** / /

Name of Parent/Carer(s) (1):
Name of Parent/Carer(s) (2):
Address:

School:

Parent contact completed due to continued concerns relating to attendance of
with the aim of providing parent / carer(s) the opportunity to improve their attendance.
Parent contract completed at face to face meeting with

Has your child been prevented from attending school on medical grounds?   No ☐   Yes ☐
Consent obtained from parent for referral to school nursing service: No ☐   Yes ☐
Parent / carer(s) view on parent contract – what type of support they think would be helpful to secure
's regular attendance:

Student's view on parent contract (if appropriate) – what type of support they think would be helpful to
secure their regular attendance:

Unauthorised Absences %	Attendance %	Authorised Absence	Temporary Exclusions	Out of School (Permanent Exclusions)
%	%		No ☐ Yes ☐	No ☐ Yes ☐
Late attendances:		Minutes lost to lateness:		

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Reason for Parent / Carer contract and underlying issues raised

-
-
-
-
-

Agreed Actions for Parent / Carer(s)

1. *(parent/carer)* to ensure (child) attends school every day it is open and arrive on time (am). Hand over to *(designated person)* if appropriate.

2. *(parent/carer)* will telephone *(school/designated person)* before am to advise them for the reason for absence and the likely return date if is unable to attend for any reason.

3. to seek medical advice if is unwell and provide the school with or evidence, for example, a doctor's note, appointment card, hospital letter, medication prescribed by a GP any other evidence that enables the Head Teacher to consider authorising the absence as illness or medical appointment.

4. *(parent/carer)* to attend any meetings requested by School, or Schools Attendance Support Service.

5.

6.

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Support currently provided:

Name	Agency	Contact No.	Reason and how this will support improvement	Parent / Carer Aware
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐

Further support agreed:

Name	Agency	Contact No.	Reason and how this will support improvement	Parent / Carer Aware
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐

Any other information

Improvement target:

Timescale: (during the next half term):   from: to:

Review date: / /

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If school attendance does not improve because of the actions agreed not being adhered to then this contract can be used as court evidence.

Consent by parent/carer(s)

I/We have agreed to this Parenting Contract and will

  a) Work with the school (and any other agencies) as detailed above, to improve my/our child's school attendance, and
  b) Carry out what we have agreed to do.

I/We also agree to information being shared with other professionals and agencies as required to help us.

I/We also understand that if my child has any unauthorised absences from school in the next **(e.g. half term)** a Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.

Parent/Carer Signature: Date: / /
Parent/Carer Signature: Date: / /
Student present at meeting   No ☐   Yes ☐

Form completed by: who has agreed to provide support to the parents/carers for the purpose of complying with the contract.

Agency:
Location:
Telephone No.
Date: / /

Signature: