

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 8:35 a.m.
- operate procedures for children who arrive late which ensure that their attendance is registered. Any child arriving at school after 8:40 is considered late. If they arrive after 8:40 they go to the school office to sign in. The child can then go to their class.
- operate a First Day Calling System. If there has been no contact by 9.00 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. If there is no response, then all of the contacts on the list will be called. Following this, a home visit will be completed in the event that no contact has been made. If we still have not heard from any of the contacts or seen the child on the home visit, the police will be informed as the child is then classed as missing. This is to ensure the safety of all of our children.
- ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- 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. Issue parent contracts when required.
- Provide opportunities, where possible, to support families with attendance and punctuality.
- refer those who are persistent poor attenders to the Early Help Team.

SIGNED: _____ S. Cooper HEAD TEACHER

Once signed, please return this to the school office.

TO HELP MY CHILD AT SCHOOL, I WILL:

- make sure that my child arrives in school by 8:30 a.m. ready to start the day. 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 or through email on info@oxfordgardens.rbkc.sch.uk.
 - 2) On return—I will provide a letter stating reason for absence and give it in to the office.
 - 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.).
- PLEASE NOTE: IF THE OFFICE DO NOT HEAR ABOUT WHY A CHILD IS ABSENT AND CAN NOT GET THROUGH TO ANY CONTACTS A SAFEGUARDING VISIT WILL BE MADE. If there is no contact with the school following the safeguarding visit, the police will be informed as the child is classed as missing. This is to ensure the safety of all of our children.**
- make sure that I make every effort to schedule medical appointments at either the beginning or the end of the school day, so that my child does not miss a whole day. I will bring them to school, where possible, after or before the appointment. I will also send in the relevant appointment card.
 - co-operate with the school and Early Help Team when either attendance or punctuality are a cause for concern e.g. Attend meetings about attendance concerns.
 - 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. I am aware that I will be fined if I take unauthorised leave during term time.
 - ensure that my child aims for at least 96% attendance throughout the year.

SIGNED: _____ PARENT / CARER

Autumn 2022