



In order for my child to attend school I will:

- Make sure that my child arrives in school by the allocated start time and will collect my child from school at the agreed time.
  - Agree that one of the registered contacts for my child will collect them on time.
  - Ensure that only one parent/carer can be at the allocated gate at pick up/drop off times.
  - Understand that no parents will be allowed on site, except to collect their child for a medical/behaviour emergency.
  - 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](mailto:info@oxfordgardens.rbkc.sch.uk)
    - 2) On return - I will provide my child with a letter stating reason for absence. Staff will ensure that this is sent to the school 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.
- I understand that it is a parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.
  - I understand that if my child arrives more than 5 minutes after their allocated start time, they will not be admitted, and that remote education plans using Seesaw will be implemented. This is to ensure that year group bubbles remain separate.
  - I will make every effort to schedule medical appointments at the end of the school day, so that my child does not miss valuable learning time. I understand that my child will not be readmitted during the school day after a medical appointment.
  - I will ensure that I provide any regular medication my child needs in school.
  - I understand that I must engage with the NHS Test and Trace Process and book a test if they are displaying symptoms. Pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.

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

The School will:

- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- 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. 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.
- Continually support all families to achieve 96% attendance throughout the year.

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_