

Ms J Duncan
BA (Hons)
Executive Head Teacher



Good Attendance Home/School Agreement 2023-2024

As parent/carer, I have read and support the academy expectations of good attendance. I understand that good attendance is important for my child’s future life chances.

I agree to:

- Send my child to school **every day on time.**
- Contact school **by 9am every day** that my child will be absent.
- Make dentist/doctor appointments, where possible, **outside of school hours.** If during school hours, **after 2pm.**
- Provide **evidence for all medical appointments** during the school day before my child attends the appointment. This could be appointment text, card or letter.
- Complete a Leave of Absence form for **all planned absences** such as holidays, funerals etc (available from website and school office).
- I understand the impact term time holidays can have on pupils school routines, social and emotional development and their progress, and so will not routinely plan them.
- I understand that the Local Authority (not the academy) may issue a fine of £60 per parent per child for an absence without medical evidence which is 5 consecutive school days or more.
- I understand that if my child is provided with Local Authority transport, I still need to contact the academy if they are absent as messages must come from parents/carers and not bus escorts.

Child’s Name: Class:.....

Parent’s/Carer’s Name..... Date:.....



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