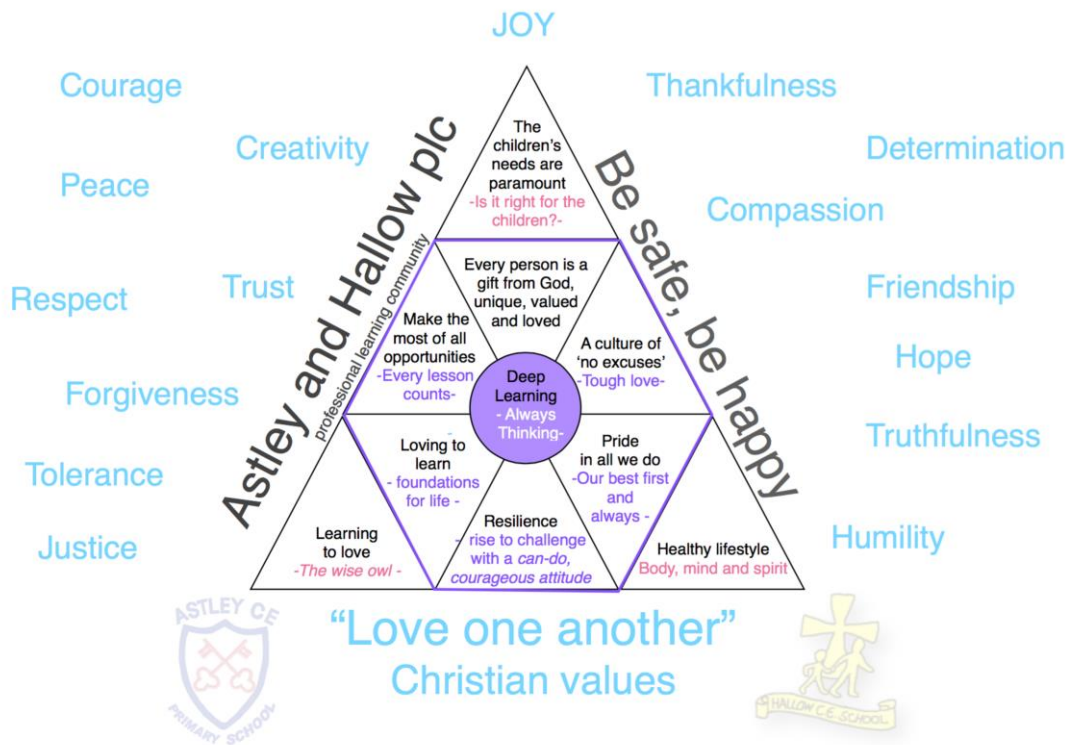


Our Vision



Every minute of every day we communicate the values that we hold dear through the smallest of actions and reactions. How we manage attendance is part of the way in which we communicate these values.



How our school values are relevant to attendance?

School Values	Relevance
Loving to learn and learning to love	We want our children to <i>skip to school</i> because they love learning, and love spending time with their friends.
The children’s needs are paramount	Avoidable persistent absence is often caused by misguided parental understanding of how to provide for their child’s needs; education is not valued.
Every person is a gift from God, unique, valued and loved	Every person deserves to be given the best opportunities to develop their skills and talents. Good levels of attendance support this goal.
Make the most of every opportunity [Every lesson counts]	Every lesson is designed to take pupils’ learning on to the next step. A missed lesson can be a missed opportunity.
A culture of No Excuses	We are a school that believes in <i>best first time and every time</i> . Children who miss learning develop gaps, and find it difficult to do their best when they are in school. Other than significant or infectious illness, children should be encouraged to attend school.
Resilience	We want our children to become individuals who are able to <i>keep going</i> and conquer hurdles or barriers. This builds self-esteem further.
Be Safe, Be Happy	Persistent absence can be symptomatic of a parent fulfilling their own needs rather than those of the child. This is a safeguarding issue.
Healthy Lifestyle	The reason sometimes given for persistent absence is that the child is prone to frequent illness. This raises questions about whether all the conditions to enable a child to thrive are present and should be discussed.
Pride in all we do	We want our children to be proud of who they are and of their achievements; we want parents to be proud of their children and of the school; teachers want to be proud of the progress their children make. Good attendance makes this possible.



Why is good attendance important?

Good attendance means maximising the chances to be successful in life.

We want children to grow up to be healthy and independent individuals with high levels of motivation, resilience and self-esteem so that they can lead *safe, happy* and fulfilled lives. We want them to be able to form positive relationships and contribute effectively to the communities in which they live.

Good attendance is vital because *every lesson counts* to ensure that children make the *most of every opportunity* to maximise their potential. School is a place where children take their first important steps towards independence and learn effective interpersonal skills. Time missed from school means missed opportunities and this leads to gaps in understanding, a lowering of attainment, underdeveloped life-skills and self-esteem.

Government research [2009-10]¹ demonstrated that

- Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five A* to Cs, including English and maths.
- Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five A* to C GCSEs, including English and maths.
- Of pupils who miss less than five per cent of school, 73 per cent achieve five A* to Cs, including English and maths.

How do we manage attendance?

RAG rating attendance

Every child's attendance is monitored and recorded electronically by the school office. It is also recorded on the school's performance trackers. This enables the senior leadership team to monitor and analyse attendance, and report effectively to the governing body. It also allows the senior leadership team to take early action where needed. So that action is proportionate, the children's attendance is RAG rated using the previous year's final attendance figures. Any child whose attendance percentage was in-line or higher than national figures is rated green; any child who is below national average but higher than 90% [the current persistent absence threshold set by DfE] is rated orange; pupils below 90% are rated red.

The School follows DfE guidance

Attendance is managed in accordance with the DfE document: School attendance, guidance for maintained schools, academies, independent schools and local authorities [November 2016]. This document stipulates the information that is required to be maintained by schools in admissions registers which is kept electronically; the codes to be used in attendance registers which are initially recorded on paper by the class teacher and then transferred to electronic form by the school office; guidance concerning the number of school sessions in an academic year and the setting of term dates. It also gives guidance on parental requests for pupil leave.

The guidance above stipulates that there will be 190 days in the year where the school is open and pupils must attend. Each day is divided into two sessions, making 380 attendance sessions per year. The attendance register must be taken at the beginning of each session.

¹ <https://www.gov.uk/government/news/almost-400000-pupils-miss-at-least-a-month-of-school>



If a child is unable to attend school, a parent must contact the school before 8.55am stating the reason for absence. The schools have an answering machine which is switched on when the office is not supervised enabling messages to be recorded. The absence will immediately be written into the attendance register for the pupil's class using the appropriate code; a note will also be included in the register informing the class teacher of the reason for absence. At 8.55am, registers are distributed to classrooms.

The daily register routine

The very first activity of every session is the taking of the register; every child present is marked using the / \ codes by the class teacher. For children not present and parents have made no contact, no mark is made. The register is then returned to the school office administrator who is responsible for checking every register and noting any children with a missing attendance mark.

Unexplained absence is a safeguarding issue

It is the office administrator's responsibility to ensure that contact is made with parents to check that all is well and to find out the reason for absence so that the appropriate legal code can be recorded. The office must remind parents of their duty to contact school in future. If the school is unable to contact parents, the absence will be recorded as unauthorised. Where sufficient concern exists as to the welfare of a child, the senior leadership team may contact the police to carry out a welfare visit. If contact cannot be made, the child may be considered *missing from education* and the *Children Missing in Education Officer* at the local authority would be informed.

Frequent failure of a parent to contact school to explain absence may be used as evidence that further action is required as this is often an indicator that overall attendance will be in the orange or red band by the end of the year.

The office will keep the absence notification slips, and record whether a parent made contact or had to be contacted. These can then be used by the senior leadership team to monitor absence closely if required.

Pupils arriving late

Pupils must arrive in school by 8.55am at the latest. If a pupil arrives after registration has closed the absence will be recorded as late [code L]. Pupils can only be late for the morning session as they are already on site for the beginning of the afternoon.

Parents who persistently fail to ensure their child arrives on time believe that just a few minutes won't matter. Our schools want children to *take pride in all they do*. We believe that persistent lateness is discourteous to the other children as it creates disruption. The table below shows the effect of lateness over time.



Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

When a pupil arrives after the register has been returned to the office, they must report to the office who will record them as arriving late.

Working with parents to ensure consistent attendance

Parents will be sent an attendance leaflet at the beginning of each school year reminding them of the importance of consistent attendance and their duty to inform school before 8.55am of any unavoidable absence. Individual termly attendance reports will be sent out termly so that parents are aware of their child's levels of attendance. The final attendance figure for each pupil is issued on the annual written report to parents.

For pupils rated orange for attendance, the senior leadership team will monitor attendance on a monthly basis. If attendance is falling, a meeting will be arranged with the parents to discuss the underlying issues and how school can support parents to ensure that the attendance level rises. Meetings will continue to be arranged to monitor the situation until the attendance trend rises. The parents may be invited to sign a Parenting Contract.

For pupils rated red, the senior leadership team will monitor attendance on a weekly basis. If sessions have been missed, a meeting will be arranged with the parents to discuss the underlying issues and how school can support parents to ensure that the attendance level rises. Meetings will continue to be arranged to monitor the situation until the attendance trend rises. An agreed course of action will be recorded using the form at Appendix 2, printed and signed by both the school and parents. The record will provide a basis for conversation at subsequent meetings if required, as well as providing evidence if the case needs to be referred to the Education Investigation Service.

Leave of absence

The NAHT guidance states that: "Term times are for education. This is a priority".² The guidance also shows that 190 days should be reserved by parents for learning, leaving 175 days for family activities. Astley and Hallow Schools believe that *every day counts* and days absent are opportunities missed. In seeking to justify avoidable absence, parents often promise to ensure that work is carried out on holiday. Experience shows that parents are unable to replicate the experience that the child would have received in the classroom. Unavoidable absence through illness is inevitable. Where this is compounded with avoidable absences, a negative effect on the learning and progress is created not just of those pupils absent but on every pupil in the class as it becomes very difficult for the teacher to maintain continuity.

² NAHT Guidance on authorised absence May 2017



The Education (Penalty Notices) (England) (Amendment) Regulations 2013 amended the law in respect of parents wishing to take leave of absence in term time, removing any reference to the taking of holidays in term-time. This amendment was upheld by the High Court in 2017.

Parents are therefore not entitled to take holidays in term-time, and headteachers are not able to authorise leave of absence except in *exceptional circumstances*. The NAHT define exceptional circumstances as being: *rare, significant, unavoidable and short*.

If a need for special leave arises due to a circumstance that is rare, significant, unavoidable and short, parents must write a letter to the executive headteacher who will make a decision whether to authorise the absence based on the NAHT criteria. Also taken into consideration will be the attendance band of the child.

Every effort should be made to make routine appointments such as the dentist outside of school hours. However, it is recognised that there will be times when a child will be absent from school because of unavoidable medical appointments.

The Education Investigation Service³

Referral will be made if:

- An excluded child is found in a public place during the school hours of the first five days of exclusion
- Overt truancy is detected (including being caught on truancy sweeps)
- Parentally condoned absence is evidenced
- Unauthorised leave of absence has been taken (unauthorised family holidays)
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

Other than in specific circumstances, penalty notices will only be issued to a parent(s) if the pupil has at least 10 unauthorised absence sessions recorded against their name within the previous 60 school sessions (i.e. equivalent of 5 school days in any 6 school week period). In these cases parent(s) will be issued with a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days within which there should be no further unauthorised absence sessions. Where the parent(s) fail to comply with the warning a Penalty Notice will be issued. Specific circumstances to the above may include: Leave of absence in term time for which no permission has been sought from the school, or permission sought was refused, or child has not returned by the agreed date and no acceptable reason for delay has been received, and where a child has been encountered on more than one truancy patrol and the absences were unauthorised. Where more than one child in a family is involved multiple Notices may be issued. There will be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice. Where a Penalty Notice is used for unauthorised absence there will be a restriction of no more than two per parent per academic year.

The use of a Penalty Notice allows a parent/carer to discharge their liability for an offence under section 444 of the Education Act 1996 and 103 of the Education and Inspections Act 2006 by the payment of a fine. If the fine remains unpaid at the end of the 28 day payment period, the matter will automatically proceed to court for prosecution of the original offence unless the notice is withdrawn and the parent/carer will be notified in writing.

³ Worcestershire County Council Education Penalty Notice Code of Conduct



Appendix 1: Attendance Codes

<p>Registration Code / \:</p>	<p>1. Present in school / = am \ = pm</p>
<p>Code L: Late arrival before the register has closed</p>	<p>Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.</p>
<p>Present at an Approved Off-Site Educational Activity</p>	<p>An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.</p>
<p>Code B: Off-site educational activity</p>	<p>This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.</p> <p>Consortia Schools Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.</p>
<p>Code D: Dual Registered - at another educational establishment</p>	<p>This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.</p> <p>Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place</p>



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	arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
Code J: At an interview with prospective employers, or another educational establishment	This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
Code P: Participating in a supervised sporting activity	This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
Code V: Educational visit or trip	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
Code W: Work experience	Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.
Code C: Leave of absence authorised by the school	Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
Code E: Excluded but no alternative provision made	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
Code H: Holiday authorised by the school	Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
Code I: Illness (not medical or dental appointments)	Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if



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	not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
Code M: Medical or dental appointments	Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
Code R: Religious observance	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
Code S: Study leave	Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
Code T: Gypsy, Roma and Traveller absence	A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.
Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
Code N: Reason for	Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the



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absence not yet provided	pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
Code O: Absent from school without authorisation	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
Code U: Arrived in school after registration closed	Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.
Code X: Not required to be in school	This code is used to record sessions that non-compulsory school age children are not expected to attend.
Code Y: Unable to attend due to exceptional circumstances	<p>The following codes are not counted as a possible attendance in the School Census: This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. <p>This code can also be used where a pupil is unable to attend because: The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.</p>
Code Z: Pupil not on admission register	This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
Code #: Planned whole or partial school closure	This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Appendix 2: Parent Attendance Meeting Form

Information about the PAC meeting called on [date] / /

Name of Pupil(s) [Yr group]

People attending

This PAC meeting has been called because:

-

Attendance RAG rating explained



Red rating = attendance of 90% or lower

Amber rating = attendance of 91-95%

Green rating = attendance of 96%+

Previous attendance information

Year Group	YR	Y1	Y2	Y3	Y4	Y5	Y6
Attendance Position / 200							
No. of Lates							
Attainment							
<p>Average overall attendance of [redacted] % represents the equivalent of missing [redacted] days / years by the time <i>pupil name(s)</i> completes their GCSE examinations. Research carried out by the DfE showed that pupils who miss more than 10% of school only have a 35% chance of achieving 5 passes at GCSE. This is why the government describe absence of 10% or more as persistent.</p>							

What are the barriers and solutions to achieving attendance above 96%?

Barriers

Solution

1.

2.

We all believe that good attendance matters and that every school day missed is an opportunity lost to make progress both academically as well as personally. We are therefore committed to working together to do all that we can to ensure that *pupil name(s)* surpass his / her/ their target attendance level of **96 %**. To keep parents up to date with progress against the target, school will send home a weekly attendance certificate, and call weekly PAC meetings if attendance begins to fall.

Signed:

Head Teacher

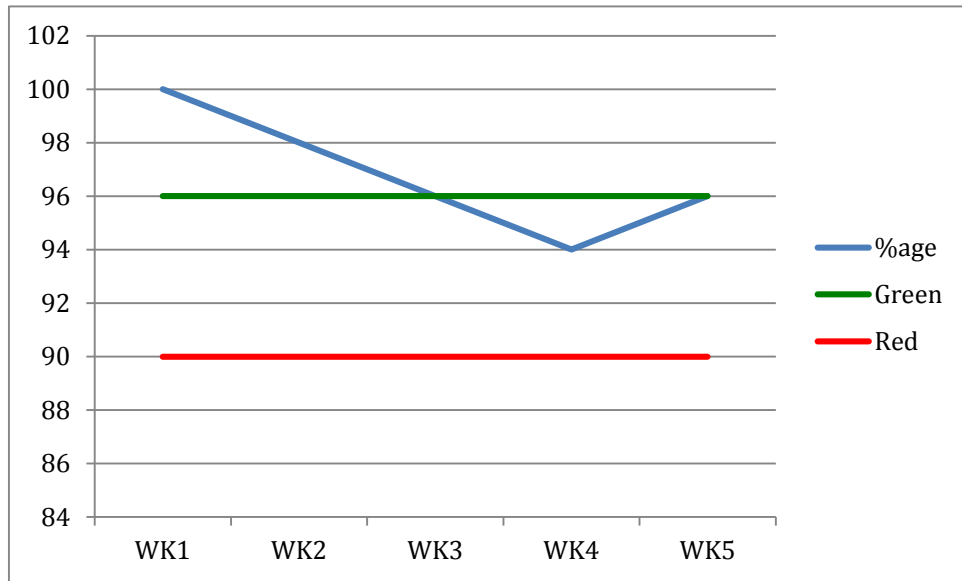
Parents



Attendance Certificate for Week 5 Autumn Term 2017



Attendance for pupil name is now 96.4%



Attendance Matters



Autumn Term 2017 Attendance Certificate Receipt for *pupil name*

I acknowledge receipt of the Wk 5 certificate

Signed [parent] _____



Appendix 3: What the law states

All schools, including independent schools, must maintain admissions registers and all schools except boarding schools must have an attendance register. **The Registration (Pupil Registration) Regulations 2006** require a school to put the child's name on the admissions register on the first day that the child is expected to attend school. If the pupil does not attend they will be recorded as absent: this can be authorised or unauthorised.

A school will authorise an absence if:

- The child is too ill to attend and the school accepts this as valid. If the child is off for long periods the school might ask for proof from the doctor.
- The parent has got the advance permission of the school e.g. for a holiday, religious observation.
- The child has been excluded.
- The child has a medical or dental appointment.
- The child is on study leave.
- The child is being educated off-site.

Schools have to regularly inform the local authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

Schools are also under a safeguarding duty, under **section 175 of the Education Act 2002** to investigate any unexplained absences.

Can I book a holiday during term time?

Headteachers will only authorise holiday during term-time in exceptional circumstances. You should put your request in writing to the school as soon as possible. If you go on a holiday without the authorisation of the head teacher then you may be liable to pay a fine and/or be prosecuted for non-attendance.

What sanctions can be put in place for non-attendance?

Parents can be issued a Fixed Penalty Notice by the school, local authority or police, for their child's non-attendance. The penalty is £60 and this rises to £120 if paid after 21 days but within 28 days. Each local authority should publish a Code of Conduct for Fixed Penalty Notices.

There is no right of appeal against a Fixed Penalty Notice. If this is not paid the local authority can proceed to prosecution or withdraw the notice. The local authority also can prosecute parents for non-attendance without issuing a Fixed Penalty Notice. Only the local authority can prosecute parents and they must fund all associated costs. Local authorities must conduct its investigations in line with the **Police and Criminal Evidence (PACE) Act 1984**.



If a registered pupil of compulsory school age fails to attend school regularly the parent could be guilty of an offence under s444 Education Act 1996. The Supreme Court has held in April 2017 that attending school "regularly" means attendance in accordance with the rules prescribed by the school and not "sufficiently frequent attendance". This means that a child must attend school on every day that the school requires him or her to do so and failure to do this may lead to the commission of an offence.

There are two offences:

1. **Section 444(1) Education Act 1996** - If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1000.

2. **Section 444(1A) Education Act 1996** - an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2500 and a prison sentence of up to 3 months.

There are some limited defences to these offences:

- The headteacher authorised the absence
- The child could not attend because of sickness or 'unavoidable cause' in an emergency. Caselaw has held that stress arising from bullying, behavioural or mental health difficulties or a 'chaotic lifestyle' should not be considered an 'unavoidable cause'.
- The child was absent on a day exclusively set apart for religious observance
- The school is outside of the statutory walking distance of the child's home and the local authority has a duty to make travel arrangements in relation to the child under and has failed to discharge that duty
- The child is not registered at the school and the parents are providing a suitable alternative education
- The parents' trade or business requires them to travel from place to place.

Parents can also be prosecuted by local authorities under **section 103 of the Education and Inspections Act 2006** if a pupil of compulsory school age who remains on the admissions register is found in a public place during school hours after being excluded from school. Sanctions can include a fine of up to £1000.



Parental Attendance Agreement *date*

I understand that under section 444 of the Education Act 1996 failing to ensure that my child[ren] attend school regularly is a criminal offence where successful prosecution results in a fine of up to £1000.

I understand that the lack of regular attendance will harm the progress that my child[ren] will be able to make and that regular absence of more than 10% is deemed to be persistent and therefore a cause for concern.

I understand that both the parents and school have a duty to ensure that children grow in circumstances consistent with the provision of safe and effective care and that actions are taken to enable all children to have the best life chances. Persistent absence over time is therefore a safeguarding issue which must be resolved.

I understand that failing to inform the school on the morning of an absence is also a safeguarding issue.

I understand that I do not have to sign this agreement. However, failure to do so can be used in evidence in any prosecution for non-attendance.

I understand that the school has a legal duty to put the needs of its children first.

I agree to work positively with the school to improve my child[ren]'s attendance so that it is above 96% [national average].

I agree to avoid making appointments other than urgent ones in school time.

I agree to attend a weekly review until attendance levels are above 90%, and then monthly review until the target of 96% is reached.

I agree that I will inform the school immediately of any concerns I have that may result in further absence.

If I am unsure whether my child[ren] are well enough to attend, I will bring them to school. School will agree that, as the day progresses, if they are sufficiently unwell that they are not able to cope, we will contact you to come and pick them up.

School will agree to give you weekly information about your child[ren]'s attendance levels and work with you to remove any barriers to regular attendance.

Signed _____ [Parent / guardian]

Signed _____ [Head teacher]