Home-School Agreement & Attendance Policy

Policy Origin	**Haringey**
Changes since last version	Attendance Lead details pg.8

Governor responsible	Amy Chadwick
Status	Recommended
Last reviewed	Autumn 2024
Ratified on	01.12.25
Review period	Annual - Autumn '26

NATS Internal

Home-School Agreement

Vision Statement

We are determined to create an inclusive culture of learning where all children will be challenged in their thinking, to achieve to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

Working in Partnership for Success

We all agree to live by our school values:

1.) Respect

2.) Resilience

3.) Responsibility

4.) Teamwork

5.) Belonging

School

The Learning Environment

Our school will:

- Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum.
- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening.

A Healthy, Happy Community

Our school will:

NATS Internal

- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days.
- Be very happy to welcome you if you would like to contribute to our school's broader curriculum. We recognise that the community of Ferry Lane holds a wealth of talent, experience, diversity and enthusiasm that our school could benefit richly from.

Homework

The school will:

- Set differentiated and achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.
- Provide information and helpful training sessions for you that will give you confidence to support your child.

Parents/Carers

The Learning Environment

As a Parent/Carer I will:

- In order to help my child gain the most of their education, make sure my child arrives at school by 8:50am (KS2), 8:55am (KS1) or 12:30pm (for Nursery pm children) prepared to start their lessons. They will be wearing named school uniform or other suitable clothing and that their PE kit is brought into school at the beginning of each week.
- Do my very best to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.

A Healthy, Happy Community

As a Parent/Carer I will:

- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour, or ability to do homework, as this can then be resolved quickly.

NATS Internal

- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.
- Encourage a positive attitude towards my child's education and our school. If I have any concerns, I will come and discuss them with you as it is much healthier to work out solutions and move on.
- Read all information sent home and via Parentmail as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days.

Homework

- Please support the school by making sure that homework tasks are completed and returned on time.
- Please use your talents and experiences to enhance your child's learning at home. Your child will benefit greatly from what you can show them, discuss with them and teach them.

Pupils

I understand that I have rights to:

Be treated kindly; be listened to; be helped; have a friend; play and join in games; be happy; feel wanted; be safe; be special.

I will:

- Respect other children's culture, race, feelings, beliefs and values.
- Accept responsibility for the things that I do.
- Be responsible for my school and home work.
- Ask for help if I need it and try my best in all that I do.
- Ensure I take home my daybook and any letters.
- Be kind and speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
- Behave in a safe way.
- Be helpful.
- Tell a member of staff if I am worried or unhappy.

NATS Internal

We will all endeavour to support the PTA in fundraising and other activities.

Attendance Policy 2025-2026

Attendance Policy
Ferry Lane Primary School strives to be a successful school and all pupils play their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and pupils should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that parents / carers make sure that pupils attend regularly and this Policy sets out how together this will be achieved.

Aims
This policy reflects the vision and aims of Ferry Lane Primary School by:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

Objectives

- To keep an accurate and up to date record of attendance
- To inform parents/carers of punctuality and attendance issues
- To identify the causes of non-attendance and act upon them using the first day absence telephone calls whenever possible and follow up by subsequent phone calls or letters to parents/guardians
- To monitor and reduce absence through holidays in term time
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the school by rewarding and target setting where necessary
- To monitor and evaluate the processes on a regular basis
- To give clear information on expected levels of attendance

Principles

NATS Internal

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. Children should arrive at school on time every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter.

The Head Teacher will:

- Take the lead in ensuring attendance has a high profile in the school
- Ensure there are designated staff with responsibility for attendance matters
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance

All staff will:

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupil's concerns
- To be aware of contributory factors to non-attendance

Parents / Carers who will:

- Ensure pupils attend school regularly and punctually
- Avoid holidays during term time
- Keep school informed of absences
- Participate and co-operate in support and interventions offered by school and other agencies

The Law

NATS Internal

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000) where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend.

Every half-day absence has to be classified by the school, (not by the parents / carers), as either Authorised or Unauthorised. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable situations.

Unauthorised absences are those which the school does not consider reasonable and for which 'no leave' has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy
- Absences which are not properly explained
- Lateness (arriving after the registers have been taken)

Morning Registration

The school opens its doors to children at 8.50 and all children are expected to be in school by 8.55am. As soon as children arrive in the classroom, staff engage them in learning activities and the register is officially closed at 9.00am

If a pupil arrives after 9.00am, they must be signed in at the school office to ensure that they are registered and to make sure we know they are here in case of an emergency. Similarly, if a pupil needs to leave school for an appointment during school hours, they must be signed out at the school office and signed in again when they return.

Afternoon Registration

All pupils return to class at the end of the lunch period (1:10pm) where registration is taken by the class teacher. Registers are then returned to the office for monitoring by office staff. Afternoon Register is closed at 1:15 p.m.

NATS Internal

If pupils are absent parents / carers must:

- If a child needs to be absent from school due to illness, the parent or carer should phone or email the school office between 8.15am and 8.45 and leave a message giving the reason for absence and the expected day of return.
- For an absence for illness of three days or longer, or more than one absence for illness within any two-week period, the parent / carer must provide a medical certificate from the pupil's doctor or other medical professional certifying that the pupil's absence is due to illness. At the school's discretion parents /cares of children with complex medical needs may be permitted to certify the reason for the child's absence for known medical conditions themselves.

The school will:

- Will phone or text the parent/carer by 10.00am, if a pupil is absent and no message has been received, to find out why the child is not in school. If the reason for these absences remains unspecified they will be classed as unauthorised. Office and classroom staff have the responsibility for these communications and for recording and passing on information. If there are concerns, a record detailing the conversation is made.
- If office and classroom staff are unable to make contact with a parent/carer after 11am, a referral will immediately be made to children's services/MASH/Police and request a welfare call.
- Work with parents in resolving any issues together.

If a pupil's absence is moving to below 93% without a satisfactory explanation, then the school (through the protocol mentioned below) will work with parents / carers to decide on the best course of action to take with individual pupils in a particular case. This may involve:

- Arranged meetings between parents, pupils, school staff and health professionals to decide on the appropriate strategy
- Home visits
- Alternative transport arrangements temporarily being put in place
- Referral to outside agencies for support
- Agreeing and arranging alternative or reduced Curriculum provision as may be temporarily required.

The people responsible for attendance matters in this school are:

Lisa Rawashdeh: Head Teacher

Androulla Theodossiou: Deputy Head Teacher

Susan Newman: Attendance Lead

NATS Internal

Persistent lateness
Lateness is monitored by the school and where there is a persistent problem, the Headteacher will take appropriate action. This may involve contacting the appropriate authority outside the school.

Illness
Under normal circumstances, the only reason children should miss school is if they are too ill to attend or have unavoidable medical appointments. If this should happen and a child is away from school due to sickness, parents / carers are requested to contact the school by phone or to send a message informing the school of the situation. In the case of frequent illnesses or a longer illness, a medical certificate may be requested.

Sometimes children are taken ill at school, in this instance a phone call will be made to the parent/carer informing them that their child is ill and will be sent home and transport will be arranged to take them home.

Children are expected to be able to access all parts of the school day, including swimming, playtimes, indoor and outdoor learning and physical education, If children are not well enough to take part in these activities then they must not return to school until able to do so.

Medical Appointments
In some cases it is necessary for children to travel to off-site medical appointments. In a minority of cases these appointments can be lengthy, frequent and/or at distance. The School also acknowledges that medical appointments are inevitable for our pupil/student population and will code any such absence as “Authorised”.

Religious Observance
Days of religious observance will be authorised.

EHCP
The Setting Report provided for a child’s EHCP includes details of their attendance for the preceding three terms. Any attendance issues arising from this data will be raised as part of the Annual Review meeting.

Monitoring and review
It is the responsibility of the Governors to monitor overall attendance, and attendance figures for the school are disclosed to all at Governors meetings. The Governing Body also has the responsibility for this policy, and for seeing that it is

NATS Internal

carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

Unexplained absence

If a child has an unexplained absence a letter will be sent home to ask for clarification. If a period of week elapses the absence will become unauthorised and further clarification will be asked for.

Frequent Absences.

Where a child is seen to have frequent absences a letter will be sent from a senior member of staff to highlight the problem and explain how the situation is being monitored. Support will be offered to ensure pupils attend regularly. Child who are absent with frequent medical issues will be investigated by the school nurse. If absences continue the parents will be informed that the Educational Attendance Officer will become involved.

Meetings with parents

Where there is an emerging pattern to a pupil's / student's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil / student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

Some of our pupils have a shorter day because of their needs but this would only ever be as part of a plan, with the aim of gradually increasing to full attendance.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the pupil. If a pupil is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

If the attendance does not improve, the school may make a referral to the Educational Welfare service.

Holidays in term time

Parents are strongly encouraged not to arrange holidays in term time. Parents are advised that they have no legal right to take children out of school for trips or holidays, but must apply for the Headteacher's permission by completing a Leave of Absence Form from the School office.

NATS Internal

Guidance from the Department of Education (November 2013) states that
"Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances 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."

* The Headteacher has the legal authority to grant leave of absence for a child to go away on holiday (The Education (Pupil Registration) regulations 1995). The Headteacher will take each request on a case by case basis.

LEAVE OF ABSENCE DURING TERM TIME

Ferry Lane Primary's Leave of Absence Policy

Parents must state why they consider it essential for them to take their child out of school as absence from learning has been proven adversely to affect children's academic progress.

Schools cannot authorise absence except in unavoidable and exceptional circumstances.

Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a child's absences are above the amount expected for a usually healthy child. Unacceptable reasons for absence will be classed as unauthorised. Regardless of whether the absence is authorised or unauthorised, if after ten days the pupil fails to return and no contact can be made with the parents/carers, the school will make a referral. If the school can make contact with the parents/carers, it will warn them, if possible in writing, that it will consider taking the pupil off roll if s/he does not return by an agreed date. There is no legal entitlement to holidays during term time and this should be avoided if at all possible. It will automatically be classed as unauthorised absence. Parents/carers should be aware that Ferry Lane Primary will follow Haringey's guidelines with regards to Fixed Penalty Notices.

Withdrawing pupils from school for elective home education

If your child is on the roll of the school, you must write to the head teacher and inform him/her that you are withdrawing your child in order to educate him/her 'otherwise than at school'. This will allow the school to remove your child from roll; a school cannot legally remove a child from roll without this written notification.

NATS Internal

If your final decision is to home educate, you must put this in writing so that the school can legally remove your child's name from the school register. The school might not tell you when it has removed your child from roll.

When a school receives information from a parent of their intention to home educate their child, it is the responsibility of the school to:

• Invite you to discuss any issues or concerns that could be resolved to enable your child to continue to be educated at school in a way which meets your expectations;

• Inform the Local Authority immediately of removal of the child's name from the register;

• Ensure that the pupil file is retained until requested by a receiving school.

Following on from the above, someone from the Local Authority will contact you to discuss your decision to home educate your child and to be assured it is what you want to do.

You should be aware that it is not always possible for a child to return to the same school if home education does not work out for you. You may find that there are a very restricted range of school options available to you if you decide to return your child to a school, particularly if your child is in the later stages of secondary education.

If you are experiencing any problems with your child's school we strongly encourage you to contact the school to discuss any issues before asking for your child to be removed from the school roll.

NATS Internal