



ATTENDANCE & PUNCTUALITY AGREEMENT

Dear Parent,

Please see below our attendance and punctuality agreement which is in line with National and Local guidelines. This is a school requirement and you are required to adhere to the conditions listed below: -

- I am aware that The Sacred Heart Language College's expected attendance for all pupils is a minimum of 95%, although we aim for a whole school attendance of 97%
- I am aware that I must report my child's absence every day that she will not be attending by 8:30am by leaving a telephone message on the school number, using Option 1. Further, I will send in a letter explaining her absence on the first day back, even though I have phoned in every day
- I will try to avoid making appointments in school time. If I have to make a medical or dental appointment in school time, I will bring in a copy of the appointment card or letter from the hospital, in advance.
- I am aware that The Sacred Heart Language College has a 0% policy for time out in school time in accordance with government policy. If there are exceptional circumstances, please complete the Application for Exceptional Leave which can be found on the school website in the Parents' section or by following the link below. This should be submitted and approved before any bookings are made.

<https://www.tshlc.harrow.sch.uk/attachments/download.asp?file=549&type=pdf>

- I am aware that Section 444(1) of the Education Act 1996 states "... If a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, their parent is guilty of an offence". Section 444A of the Education Act empowers the Local Authority to issue a penalty notice where it has reason to believe that an offence under Section 444(1) has been committed. The first fine is **£80 per parent, per child** if paid within 21 days, increasing to £160 if paid within 28 days. The second fine in respect of the same child is charged at a flat rate of £160 if paid within 28 days. Payment of the notice will discharge your liability for the non-attendance of your child(ren) for this period. A third fine cannot be issued for the same child but prosecution and other attendance legal interventions may be considered. Non-payment will lead to a court hearing for the original unauthorised absence.
- I am aware that penalty notices and fines can also be sent out for persistent lateness.
- Persistent unauthorised absences may result in a pre-court panel meeting with the Harrow Court Attendance Officer and may result in going to court.
- I will discuss with my daughter's Head of Year or a member of the Senior Leadership Team any reasons that may be preventing my child from regular attendance.
- I am aware that the school requests medical evidence for any medical absence that goes on longer than 5 days or if the whole family is absent the week either side of a school holiday. If the parents are not contactable, a home visit may be made.
- I am aware that the registers are taken at 8:30am after which time my child will be considered late.