

THE SACRED HEART LANGUAGE COLLEGE

Roman Catholic Diocese of Westminster

The High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

Headteacher:

Miss Geraldine A. Higgins



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ATTENDANCE & PUNCTUALITY AGREEMENT

PLEASE SIGN AND RETURN TO SCHOOL

CHILD'S NAME: _____ **FORM:** _____

- I am aware that The Sacred Heart Language College's expectant 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 8:30 a.m. either by leaving a telephone message or by sending an email to enquiries@tshlc.harrow.sch.uk and I will send in a letter explaining her absence on the first day back, even if 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.
- I am aware that The Sacred Heart Language College has a 0% policy for time out in school time, unless in exceptional circumstances which have to be authorised by the Headteacher. **This must be applied for in writing to the Headteacher and agreed before anything is booked.**
- I am aware 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, his 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 fine is **£60 per parent, per child** if paid within 21 days, increasing to £120 if paid within 28 days. Payment of the notice will discharge your liability for the non-attendance of your child(ren) for this period. 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 may request 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 bell goes at 8:30 a.m. after which time the child will be considered late.

Signature of Parent/Guardian: _____ **Date:** _____

Please Print Surname: _____

Please keep a copy of this information for your own reference

