



# Milefield Primary School: Attendance Agreement: 2023-2024

## School Vision

**ENGAGE:** Motivating children to learn in every lesson, every day.  
**INSPIRE:** Developing a thirst for knowledge & building aspirations.  
**EMPOWER:** Providing the skills for success at the next phase of education & beyond.  
**LEARN**



WHOLE SCHOOL ATTENDANCE TARGET: **97%+**

<b>Executive Head:</b>	<i>K. L. Trickett</i>
<b>Head of School Signature:</b>	<i>J. McClure</i>
<b>Date:</b>	September 2023

At Milefield Primary School, we recognise the importance of parent partnership and understand that children make the best progress and attend well when home and school work together. This agreement sets out the responsibilities of home and school in order to strengthen that relationship and support attendance

**As a school, we will abide by the agreement and in return, ask all parents/carers to sign the agreement indicating their support of the school's expectations.**

### As a school we will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Have robust daily processes to follow up absence. Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.
- Agree a joint approach for all severely absent pupils with the local authority.

- Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. Consider additional support from wider services and external partners, making timely referrals.
- If applicable, inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

### As a parent/carer I will:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support- including any parenting contract or voluntary early help plan to prevent the need for legal intervention.

### As a pupil I will:

- Come to school regularly.
- Come to school on time.
- Come to school ready to learn and in uniform.
- Speak to trusted adult if anything is worrying me about coming to school.

<b>Parent/Carer Signature:</b>	
<b>Parent/Carer of:</b>	
<b>Date:</b>	

