



High Rocks Federation

ASPIRATION

INCLUSION

COLLABORATION



BROADWATER DOWN
PRIMARY SCHOOL



LANGTON GREEN
PRIMARY SCHOOL

Attendance Policy

This is a shared policy, applied to all schools within the Federation and superseding any previous separate policies.

Approved	Summer 2026
Next review	Summer 2027



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1. Statement of Intent

Schools within the High Rocks Federation are committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality. Our expected level of attendance is 100%.

The Governors, Executive Head Teacher and Staff – in partnership with parents – have a duty to promote full attendance at Langton Green Primary School and Broadwater Down Primary School.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Some children find it harder than others to attend school and therefore at all stages of improving attendance, the schools work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

This policy is written in line with the DfE guidelines, "Working together to improve school attendance" August 2024.

2. The Law and Parental Responsibility

The law entitles every child of compulsory school age to an efficient, suitable, full-time education. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour. For the most vulnerable children, regular attendance is also an important protective factor.

It is the parents' responsibility to contact the school on the first day their child is absent by 9.30am. This is a safeguarding requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning. Contact details are as follows:

	Broadwater Down	Langton Green
<u>Absence Voicemail:</u>	01892 527588	01892 862648
<u>ParentMail App:</u>	Absence can be logged on the Parentmail app	
<u>Email:</u>	attendance.officer@langton-green-school.org	office@broadwater-down.kent.sch.uk

If parents do not inform the school then the school will:

- Contact the parent directly, if no answer then,
- Make contact with the next person on the contact list,
- Where appropriate, the school could conduct a home visit.

Pupils are expected to arrive by 8.55am. All pupils that arrive later than this must report with their parent to the school office, where the reason for lateness is recorded.

3. The Role of the School Staff

At all the schools in the Federation, there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Executive Head Teacher and the Heads of School have overall responsibility for monitoring attendance issues and are the Senior Attendance Champions for pupils within the Federation. The responsibilities of this role include:

- Holding regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school
- Identifying pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Provide data and reports to support the work of the governing body
- Regularly review attendance data with the administrative staff who manage this data

Class teachers complete a register at the beginning of each morning and once during the afternoon session with a lunchbreak separating one session from the next as required legally (The School Attendance (Pupil Registration) (England) Regulations 2024) Teachers mark pupils present, absent or late. The class teacher notifies the Executive Head Teacher/Heads of School of children whose attendance is causing concern.

School Administrative Staff, have a responsibility to ensure:

- Attendance and lateness records are up to date and kept electronically and preserved for 6 years under GDPR best practice.
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
- Where there has been no communication an email is sent to parents requesting reasons for absence.

- The appropriate attendance code is entered into the register (National Attendance Codes) See appendix.
- Parents are informed yearly of their child's attendance figure, however this can be requested via the school office at any point in the year.
- Analysis of weekly, termly and yearly attendance data.
- The necessary statutory data returns are made to the local authority
- A pupil's social worker and/or youth offending team worker are notified if there are unexplained absences from school.

At Broadwater Down Primary School this role is performed by the School Secretary. 01892 527588 / office@broadwater-down.kent.sch.uk
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At Langton Green Primary School this role is performed by our Attendance Officer. 01892 862648 / attendance.officer@langton-green-school.org
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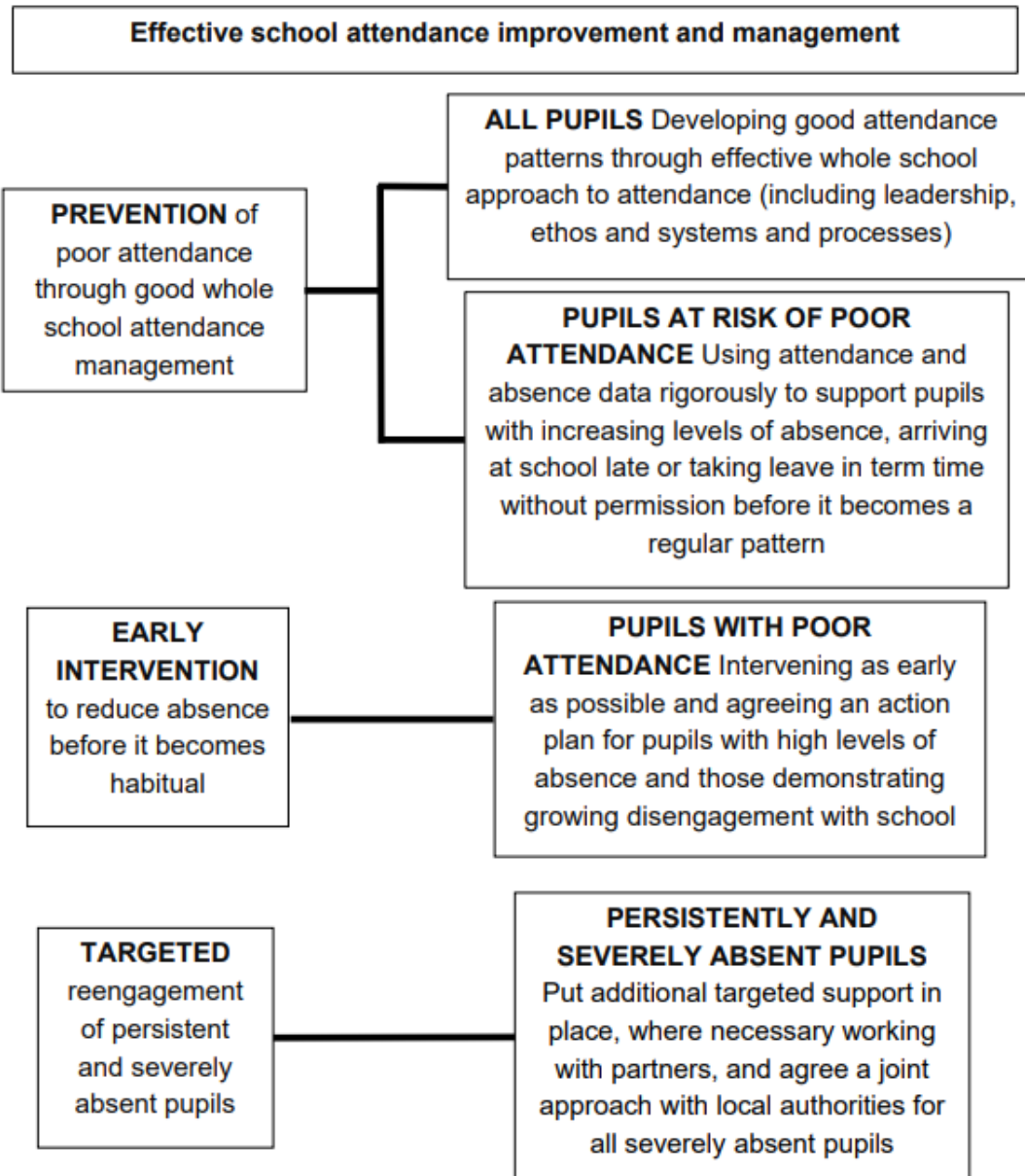
Other school staff, including the Family Liaison Officer and/or members of the safeguarding team, may conduct a home visit where appropriate, if no reason for the absence has been provided and where there has been no communication.

The governing body has a responsibility to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services.

The local authority is expected to:

- Organise regular Targeting Support Meetings with each school in their area so the school's attendance leads and their point of contact in the local authority's School Attendance Support Team can identify, discuss, and agree joint targeted actions for pupils who are persistently or severely absent and those at risk of becoming so. This should include agreeing what support the LA will provide and which (if any) other statutory or voluntary services should become involved. For schools with attendance levels below the national average for their phase or the median attendance of similar schools, it is expected local authorities meet at least termly. For schools with attendance levels above the national average for their phase and median attendance of similar schools, the frequency may be reduced to one Targeting Support Meeting per school year where school and local authority agree.
- Use these meetings to build strong relationships and work collaboratively with the school's attendance leads, including providing advice on recording in the register, accessing services or the wider area-wide attendance approach.



4. Timeline of School Action for Poor Attendance

Prevention: 95-100% attendance

Class teacher to investigate and notify the Executive Head Teacher/Head of School of concerns. Senior leaders will contact parent if appropriate. Administrative staff will regularly inform parents of their child's attendance by letter.

Early Intervention: 90-95% attendance

Administrative team and Executive Head Teacher/Head of School to monitor through intervention letters/meetings with parents. Where barriers are outside of the school's control, the school will work with all partners together to support pupils and parents to access any support they may need voluntarily. As a minimum, this will include senior leaders meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions will be regularly discussed and reviewed together with pupils and families.

Targeted Support: Below 90%

Where absence intensifies, so will the support provided, and the school will work in tandem with the local authority and other relevant partners:

- If the needs and barriers are individual to the pupil this may include provision of mentoring, careers advice, college placements, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
- Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
- Where engagement in support is proving challenging, the school will hold more formal conversations with the parents (and pupil where they are old enough to understand). This will be led by the Executive Head Teacher/Head of School and may include the school's point of contact in the local authority School Attendance Support Team. These meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.

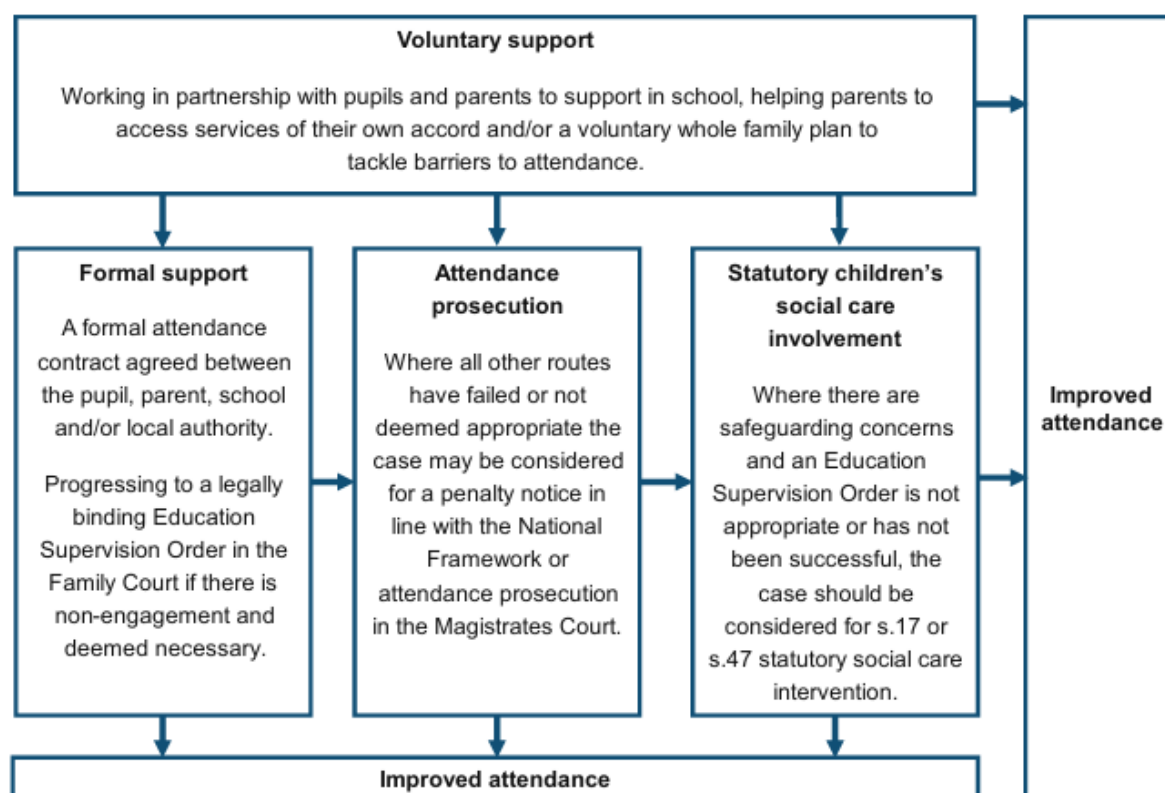
Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:

- Put formal support in place in the form of an attendance contract or education supervision order.
- Where suitable, issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).

- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

See table below:

Providing support first before attendance legal intervention



5. National Framework for Penalty Notices

Under the National Framework for Penalty Notices, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons. The Head teacher will make an assessment on a case-by-case basis.

A Notice to improve may be used where support is appropriate but not working or being engaged with, this gives parents a final opportunity to engage in support before they are issued with a penalty notice if appropriate in the individual case.

Penalty notices are issued in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2024. The fine for school absences will be **£80 if paid within 21 days, or £160 if paid within 28 days.**

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as an Education supervision order or prosecution will be considered. **Prosecution can incur a fine of up to £2,500.**

6. Children Missing Education

In accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, the school will notify the local authority when a pupil's name is to be deleted from the admission register under any of the reasons set out in regulation 9, as soon as the pupil's name is to be deleted. This does not apply where the pupil's name is deleted after they have completed the school's final year (for example, pupils who leave primary school at the end of Year 6). No child should be removed from the school roll without consultation between the Executive Head Teacher and the PRU, Inclusion and Attendance Service when appropriate. Please see circumstances below:

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Keeping Children Safe in Education Part 1: 2023 states the following:

"Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. It is important the school or college's response to children missing from education supports identifying such abuse and also helps prevent the risk of them going missing in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where going

missing from education may increase known safeguarding risks within the family or in the community.”

7. Lateness

At Langton Green Primary School and at Broadwater Down Primary School, the school gate closes at 08.55am. Pupils arriving after this time must enter school by the main entrance.

AM session	Broadwater	Langton
The school opens in the morning at:	08.40	08.30
The morning register opens (and the school day begins) at:	08.50	09.00
The school gate closes:	08.50	09.00
The morning register closes:	09.10	09.15

Pupils arriving after the gate has closed but before the register closes must report with their parents to the school office where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

PM session	Broadwater	Langton
The afternoon register opens at:	13.15	13.15
The afternoon register closes at:	13.20	13.20
The school day ends at:	15.20	15.30

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 (Revised 2024) and The Education (Penalty Notices) (England) (Amendment) Regulations 2024 National Framework for Penalty Notices:

- A Notice to improve may be used where support is appropriate but not working or being engaged with.
- Under the National Framework for Penalty Notices, a fine will be considered when a child has missed 10 or more sessions (5 days) for unauthorised reasons in a rolling period of 10 school weeks. The Head teacher will make an assessment on a case-by-case basis.
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

8. Authorising Absence

Only the Executive Head Teacher can authorise absence using a consistent approach. The Executive Head Teacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays
- Non-school related educational visits

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **MUST** be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notice Proceedings for Poor Attendance - Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 (Revised 2024) and The Education (Penalty Notices) (England) (Amendment) Regulations 2024 National Framework for Penalty Notices:

- A Notice to improve may be used where support is appropriate but not working or being engaged with.
- Under the National Framework for Penalty Notices, a fine will be considered when a child has missed 10 or more sessions (5 days) for unauthorised reasons in a rolling period of 10 school weeks. The Executive Head Teacher will make an assessment on a case-by-case basis.
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the pupil.
- To attend a wedding or funeral of a person close to the pupil e.g. a parent, sibling, Aunt or Uncle.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that the Executive Head Teacher can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be issued in line with the The Education (Penalty Notices) (England) (Amendment) Regulations 2024. The fine for school absences will be **£80 if paid within 21 days, or £160 if paid within 28 days**. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

9. Leave of Absence/Holiday

From August 2024 the Department for Education have amended the Pupil Registration Regulations, removing a Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Executive Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance. **A 'Request for Term Time Absence' form can be obtained from the school office.** Agreement to each request is at the discretion of the Executive Head Teacher, acting on behalf of the Governing Body (The School Attendance (Pupil Registration) (England) Regulations 2024). Each case will be judged on its merits and the Executive Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, a Penalty Notice may be issued to each parent for each child taken out of school.

Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

10. Procedures Regarding Absence from School at Lunch

The legal position is that lunchtime is part of the legally defined school day so the school has control of what happens in this time. ***It is therefore not a right of a parent*** to expect their child to be released into their care during this time. However, the school will respond to parental requests for their children to go home for lunch on a regular or ad-hoc basis. The school reserves the right to grant or refuse this request and to discipline the student if they misbehave whilst off the school site, including withdrawing the permission if this is seen as the most appropriate action.

Parental requests:

- Parents need to request permission in writing, outlining the reason for their child/children to leave school at lunchtime to go home for lunch. This request has to be made to the Executive Headteacher.
- The Headteacher will consider the request and if necessary talk to the parent about it and the implications for the parents regarding their responsibility for the safety, conduct and timely return of their child whilst off the school site.
- The office staff will check out and back all pupils.
- The final decision lies with the Headteacher.
- Permission has to be sought in writing from the Headteacher and is not automatic. The reason needs to be to go home/to a relative's home for lunch.
- The permission can be withdrawn by the school at any time and this cannot be appealed against.
- The behaviour of the pupil is the parent's responsibility whilst off site.
- Students with permission to leave the site at lunchtime must leave within 10 minutes of the start of lunch and not return until 5 minutes from the end of the break.

11. Early Collection Procedure

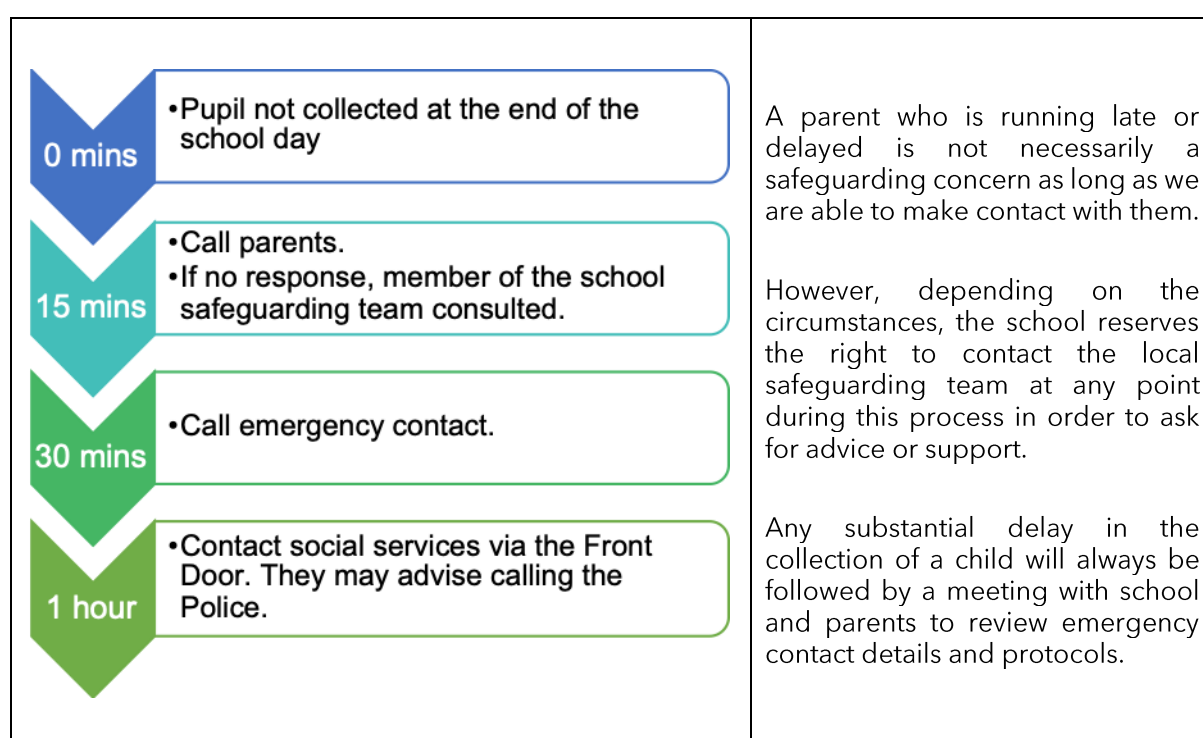
- The school day ends at 3.30pm and as such we are unable to accommodate requests for regular early pick-ups of children for extracurricular activities such as private tutoring, swimming lessons and sports clubs.
- Requests may be made for early collection to facilitate ad-hoc medical/dental appointments. Please contact the school office to advise when you would like to collect your child along with evidence of the appointment e.g a hospital letter/appointment card or reminder text.

12. Non-Collection Procedure

The school days end as follows:

Broadwater Down Primary School	3:20pm
Langton Green Primary School	3:30pm

If a child is not collected at the end of the school day, our non-collection procedure is as follows:



Appendix 1: Attendance codes

CODES	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Education off site (no Dual reg)	Approval Education Activity
C	Leave of absence for exceptional circumstance	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance e.g. Where the local authority have granted a licence	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised Absence
D	Dual registration	Approved Education Activity
E	Suspended or Excluded	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (not agreed)	Unauthorised Absence
I	Illness (physical & mental health related)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the local authority	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence. Becomes 'O' if reason not provided after 5 days	Unauthorised Absence
O	Unauthorised Abs	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
Q	Unable to attend the school because of a lack of access arrangements	Attendance not required

R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence (e.g. part time timetable)	Attendance not required
#	School closed to pupils & staff	Attendance not required
Y1	Unable to attend due to transport normally provided not being available	Attendance not required
Y2	Unable to attend due to widespread disruption to travel	Attendance not required
Y3	Unable to attend due to part of the school premises being closed	Attendance not required
Y4	Unable to attend due to the whole school site being unexpectedly closed	Attendance not required
Y5	Unable to attend as pupil is in criminal justice detention	Attendance not required
Y6	Unable to attend in accordance with public health guidance or law	Attendance not required
Y7	Unable to attend because of any other unavoidable cause	Attendance not required
Z	Pupil not on roll	Attendance not required
-	All should attend/No mark recorded	No mark

Appendix 2: Flexi-Schooling

1. What is flexi-schooling?

“Flexi-schooling” is a model of education where a child receives part of their education in school and part elsewhere. This can include a specialist setting or even at home.

This is separate to “home-schooling” (also known as elective home education). Parents/carers have a legal right to choose to home educate their child, but parents/carers do not have a legal right to insist on a flexi-schooling arrangement in conjunction with the school. This is also different to “reduced timetable” agreements.

See Paragraphs 1.3, 10.7 and 10.8 of Elective Home Education: Departmental guidance for local authorities, Department for Education, 2019

2. Who is responsible for agreeing to flexi-school arrangements?

Langton Green Primary School is open to conversations with parents about the possibility and suitability of flex-schooling. The Department for Education encourages all children to attend school full time, but in exceptional cases LGPS may agree to accommodate a flexi-school arrangement if requested by parents. However, agreements will be made on a case-by-case basis, and the school reserves the right to refuse or retract any agreements entirely at the discretion of the Headteacher.

If the parents of a pupil with an Education Health Care Plan request a flexi-schooling agreement, the decision will be made in conjunction with the local authority.

Criteria for decisions around flexi-schooling may include (but are not limited to):

- Current academic attainment and progress
- Physical health, mental health and well-being
- Social interaction skills and emotional literacy of the child
- Ability of parents to deliver and communicate suitable learning opportunities
- Current and previous safeguarding concerns
- The possible effect on motivation, discipline and well-being of other pupils, including siblings
- The possible effect on school organisation, resources and funding

3. How are responsibilities for flexi-schooling shared?

“The responsibility for children’s education rests with their parents” (DfE guidance on elective home education for local authorities, April 2019). Parents are responsible for ensuring that their child receives an effective and suitable full-time education.

Parents considering a flexi-schooling arrangement must reassure the school before and throughout the process that they can (and do) provide alternate education that is efficient

and suitable, meaning that it matches the child's abilities and needs and is achieving its aims and intentions.

Flexi-schooling is the continued delivery of full-time education in a different environment and therefore parents must ensure that any time not in school is used for educational purposes. This may include (but is not limited to):

- Trips and visits to places of educational value
- Experience, resources and expertise not available in school
- Activities and therapies related to well-being and mental health
- Learning to accommodate special interests such as sports or drama

Parents should note that the school retains a duty of care for safeguarding a pupil even if they are not on the school site for part of their education. The school is required to take any steps it deems necessary to ensure that pupils are learning in a safe environment.

Parents will be required to provide:

- Open and transparent communication with the school about planned learning experiences
- Frequent evidence of suitable and efficient learning when requested, including if requested by the local authority or Ofsted.
- Regular review of the impact of flexi-school agreements
- Accommodate any reasonable requests that the school makes in relation to safeguarding, including home visits if deemed necessary

In return, the school is prepared to offer:

- Flexibility in school timetable and arrangements of the day
- Information and support regarding the planned in-school curriculum
- Regular opportunities to celebrate and share a pupil's flexi-school learning
- Collaborative strategies to deliver, assess and monitor pupil learning

4. How can I request flexi-schooling for my child?

The school strongly suggests that you read the DfE's guidance for parents on elective home education (April 2019 - [Elective home education: guide for parents](#)) and undergo some of your own research before approaching the school.

In a discussion with the Headteacher and other members of the senior leadership team, we will ask you to outline your expectations for flexi-schooling and the reasons for requesting it.

If your request is agreed, you will be asked to sign a flexi-schooling agreement, outlining everyone's expectations and responsibilities.

Appendix 3: Flexi-Schooling Agreement

Child's name

Class

Date of birth

DETAILS OF THE REQUEST FOR FLEXI-SCHOOLING:

Date of flexi-school approval

Requested by

Approved by

Summary of reasons for flexi-schooling request

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Summary of reasons for flexi-schooling approval

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Planned attendance under flexi-school arrangements:

(E.g. how many sessions of the 10 available will the pupil attend each week? Which sessions will be in school, and which will be elsewhere?)

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Notes for parents:

- *When your child is not attending school under the flexi-school arrangements, s/he will be marked absent, authorised by the school. This will show as absences on your child's attendance record.*

- *Flexi-school attendance must be planned and regular. Ad hoc or unexpected "flexi-school days" or attendance at school outside of the agreement because of childcare issues or parental appointments will result in revocation of the agreement.*
- *If your child is unwell or unable to take part in flexi-school activities on their planned day, you should inform the school office so that an accurate record is made of their attendance.*
- *The school reserves the right to request flexi-school pupils to attend school on particular days with advance notice, e.g. dates of national curriculum assessments.*
- *All parties can terminate flexi-school arrangements at any time with 24 hours' notice or immediately by common agreement.*

Summary of intended learning outcomes and experiences

Plans for communication between parents and school, including review

RESPONSIBILITIES:

School

- The school will retain its normal responsibilities for the pupil during the periods when s/he is attending school under the flexi-school schedule, and any other activities agreed by the school (for example) sporting activity or other extra-curricular activity.
- The school will not be held responsible for any aspects of the pupils learning, supervision or health and safety when s/he is not attending school under the flexi-school agreement.
- No insurance liability will fall to the school when the pupil is not attending school according to the flexi-schooling schedule.
- The school will maintain its duty of care to the pupil and act on any safeguarding concerns in line with normal school policies and procedures.
- The local authority retains its duty to act if it appears that a child or young person is not receiving a suitable and effective full-time education.

Parents/carers

- Parents will ensure that a child of compulsory school age receives efficient and effective full-time education suitable to their age, ability and aptitude, including any special educational needs they have.
- Parents will ensure that any adult delivering teaching to the child within or away from the home during flexi-school sessions will be suitable to work with children.
- The parent/carer/educator responsible for delivering teaching during flexi-school sessions will provide evidence of learning when requested and in line with the arrangements agreed with the school.
- Parents will support the pupil to maintain a high level of attendance and punctuality at their agreed in-school sessions.
- Parents and carers will ensure that the activities and learning organised during flexi-school sessions are in line with the school's values, ethos and policies.

AGREEMENT

The undersigned agree that these flexi-school arrangements are in the best interests of the pupil and that we will work together to ensure continued access to suitable, effective full-time education within the outlines of school policy and the agreement above.

Headteacher:		Date	
Parent:		Date	