

## Expectations

Parents/Carers are expected to:	Northampton School for Girls is expected to:
<p><b>Fully understand their legal requirement</b> to ensure that their child attends school and receives a full time education suitable to their age, aptitude and any special educational need.</p> <p><b>Ensure their child attends every day</b> the school is open except when a statutory reason applies, such as school closure or approved absence by the school.</p> <p>Notify the school each morning no later than <b>9:30am</b> when their child has to be unexpectedly absent (e.g. significant sickness).</p> <p><b>Inform the school of any wider medical concerns</b> that may become a barrier to attendance in the present/future. This includes provided evidence of medical appointments/diagnosis if requested by the school</p> <p><b>Only request leave of absence in exceptional circumstances</b> and do so in advance to the headteacher.</p> <p><b>Book any medical appointments around the school day where possible.</b> Where this is not possible aim to return to school as soon as possible following the appointment if appropriate.</p> <p><b>Work with the school and local authority</b> to help them understand their child's barriers to attendance if required.</p> <p>Following concerns being raised regarding their child's attendance <b>proactively engage with the support offered</b> to prevent the need for more formal support.</p> <p><b>Following continued concerns being raised regarding their child's attendance proactively engage with the formal support offered</b> –including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p><b>Have a clear school attendance policy</b> on the school website which all staff and parents/carers understand.</p> <p>Work closely with students to <b>support their academic, social, emotional and mental well being.</b></p> <p><b>Proactively use data</b> to identify students at risk of poor attendance.</p> <p><b>Develop and maintain a whole school culture</b> promoting the benefits of good attendance.</p> <p><b>Have robust daily processes to follow up absence</b>, including contacting parents/carers if no notification of absence has been received.</p> <p>Ensure that any <b>support agreed inline with a student's SEND needs, including provisions outlined in student's EHCP</b>, are accessed and established.</p> <p><b>Work with each identified student and their parents/carers to understand and address the reasons for absence with reasonable adjustments</b>, including any in-school barriers. Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p><b>If concerns regarding absence persists, take an active part in the multi-agency effort</b> with the local authority and other partners alongside parents/carers.</p> <p><b>Where there is a lack of engagement or support is not working, hold more formal conversations with parents/carers</b> and be clear about the involvement of the local authority, including potential need for legal intervention if the issues persist.</p> <p><b>Home visit to be arranged if a child has not been seen within 5 days. If this fails then school to make every attempt to contact parents/carers before discussing with the Assistant Headteacher to report child as "Missing in education"</b></p>