# Attendance Trial Agreement

Name of Pupil

Date of Birth

Year Group

Academic Year

**Current School**

**Trial School**

Terms of Agreement

1. An attendance trial can be offered to a pupil with very low attendance (less than 75% over the last chronological year) who seeks an alternative school where a space is available.
2. It is agreed that XX will attend on a trial basis and if XX successfully completes the trial to the agreement of both schools, XX will be removed from roll at and be permanently transferred to the roll of.
3. The trial period is to begin on and last for six weeks.
4. If, during the trial period, XX is unable to attend school for medical reasons, the trial will be extended until the period of attendance totals six weeks. Any absence for medical reasons should be supported by evidence from an appropriate medical professional.
5. If at the end of the trial period does not successfully complete the trial XX will return to XX.
6. The trial will be deemed successful if attends for 95% (national average secondary school attendance level) of school days available.
7. The trial will be terminated if is involved in a serious breach of school discipline that would usually be grounds for a fixed term exclusion and would result in a fixed term exclusion.
8. In the event of termination, a representative of XX will contact parents and the current school by telephone and XX will return to XX
9. During the trial period XX will be marked on the current school register under Code D when XX is actually in attendance at XX. Any absences which are not approved must be recorded as “unauthorised”. It is the responsibility of XX to inform XX of any absences.
10. Transport will not be provided by the local authority either during the trial or after a successful trial. It is the responsibility of the parent/carer to transport their children to and from school.
11. All attendance trials must be signed by all parties and by a representative of the School Admissions Service and are not binding unless signed. A copy of all attendance trial documents must be lodged with the Admissions Team.
12. Any amendments to the terms of the attendance trial agreed after the trial agreement has been signed must be agreed by all parties in writing.

I have read and agree to the terms outlined in this Agreement:

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title …………………………………………………………………………

Date …………………………………………………………………………

For current school

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title …………………………………………………………………………

Date …………………………………………………………………………

For trial school

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title …………………………………………………………………………

Date …………………………………………………………………………

For Parent/Carer of

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title …………………………………………………………………………

Date …………………………………………………………………………

For Fair Access Manager