
Attendance Contract – An agreement between the school and parents

Attendance Contract

Date

Child's name:		Child's DOB:	
School/NCY:			
Parents' name(s):		Parents' DOB(s):	
Address(es):			
Tel:			

Senior staff member with overall responsibility:
Member of staff responsible day-to-day:
Contact number for the school to inform if the child is too unwell to attend:
Linked Inclusion Officer:

It is important that we work together to improve your child's school attendance to give them the opportunity to attain and progress. We are going to work together to ensure the above-named child improves their attendance at school with immediate effect.

Your child's current attendance is:

This means they have missed sessions/days so far this year.

So far, of these absences have been authorised by us.

So far, of these absences have been unauthorised by us.

Your child has been late to school on occasions.

This equates to them missing minutes of their learning.

The reasons you have given for these absences have been:

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We have listened to your child and discussed with them the reasons for their absence. They have shared with us that:

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The specific targets of our plan. What we aim to do by (date):

These could be outlined in a My Plan and attached to document

To achieve these targets, we will:

These could be included explicitly in a My Plan and attached to the document

Parents agree to:

School agrees to:

Child agrees to:

Reviews

This contract will be reviewed regularly.

If the contract is being adhered to, the school will ensure the child receives recognition of the improvement and will continue to monitor and support.

If the contract is not being adhered to, the school will notify the Local Authority, where next steps will be considered, including progression to attendance legal processes.

Agreeing to the contract:

Consent by parent(s):

I/we have agreed to this Attendance Contract and will:

- (a) work with the school (and council) as detailed above, to improve my/our child's school attendance, and
- (b) carry out what we have promised to do.

I/we also agree to information being shared with other professionals and agencies as required to help us.

I/we understand that if my child has any further unauthorised absences from school a Notice to Improve, Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.

Signed (Parent/s):

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Signed by the Child (age appropriate)

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Signed (on behalf of the school/governing body/local authority)

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