**Attendance Contract**

**Meeting details**

|  |  |
| --- | --- |
| **Date** |  |
| **Time** |  |
| **Location** |  |

**Child details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | |
| **DOB** |  | | **Age** |  | | **Year group** |  | |
| **School** |  | | | | | | | |
| **Pupil’s attendance** | |  | | | **Unauthorised absence** | | |  |

**Attendee details**

|  |  |  |
| --- | --- | --- |
| **Attendance Officer** | (Your name) (title) - Chair | |
| **Attendees** | | |
| Name | | Role |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Apologies received** | | |
| Name | | Role |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

**Parent/Carer details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and Title** | |  | | | | | |
| **Status** | |  | | | **DOB** |  | |
| **Address** |  | | | | | | |
| **Home phone no.** | |  | | **Mobile phone no.** | | |  |
| **Occupation** | |  | | **1st language** | | |  |
| **Relationship to child** | | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and Title** | |  | | | | | |
| **Status** | |  | | | **DOB** |  | |
| **Address** |  | | | | | | |
| **Home phone no.** | |  | | **Mobile phone no.** | | |  |
| **Occupation** | |  | | **1st language** | | |  |
| **Relationship to child** | | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Interpreter required** | Y |  | N |  | **Language** |  |

**Siblings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | |
| **DOB** |  | **Age** |  | **Year group** |  |
| **School** |  | | | | |
| **Name** |  | | | | |
| **DOB** |  | **Age** |  | **Year group** |  |
| **School** |  | | | | |
| **Name** |  | | | | |
| **DOB** |  | **Age** |  | **Year group** |  |
| **School** |  | | | | |

**Background to Attendance Contract from school records and/or discussion**

|  |
| --- |
| **School information** |
|  |
| **Further comments** |
|  |

**Local Authority** School Attendance Data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous attendance** | | | | | |
| **Year** |  | **Year** |  | **Year** |  |
| **% attendance** |  | **% attendance** |  | **% attendance** |  |

|  |
| --- |
| Date of referral form Stage 3 (date) for an Attendance Contract. |
| *…* hand delivered the Formal Warning Notice to the family home (date) |
| *…* Attendance Contract meeting. |
| Local Authority Attendance Officer Summary |
| (Standard Statement)  Prosecution should always be viewed as a last resort when all supportive avenues have been explored and exhausted.  Continue with summarising here.  Standard Statement  Therefore, other legal interventions such as the Issuing of a Fixed Penalty Notice (FPN) would not be viable in effecting a change to the pattern of school attendance.  Standard Statement  The Parenting Contract is a further opportunity for parents to engage and focus on improving school attendance for their child/ren.  It is also an opportunity to put a further School Based Plan into place, should any further barries be identified at this meeting. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has the legal situation been explained?** | Y |  | N |  |

**Other issues identified.**

|  |  |
| --- | --- |
| **Please provide details, OR, state not applicable (N/A), or not discussed (N/D)** | |
| Early Help Assessment |  |
| Special Educational Needs |  |
| Bullying |  |
| Transport |  |
| Substance misuse |  |

|  |  |
| --- | --- |
| Employment, education, or training |  |
| Parental health |  |
| Child’s health |  |
| Housing |  |
| Finance |  |
| Parent courses |  |
| Other (please state) | |

Meeting Notes and Additional Support Identified

**Attendance Contract Agreement**

**Pupil’s name**

**ACTION AGREED AND BY WHOM :**

**Parent: Name of parent/s**

1. Parents to ensure that attends school on a regular full-time

basis, on time and in accordance with the agreed timetable provision.

1. Parents to contact school to explain all absences and to provide medical evidence in the event of regular and/or prolonged absence due to illness (Failure to do so will result in these absences being unauthorised).
2. Parents to contact school if there are any issues preventing ……………….. from attending.
3. Parents to ensure they answer calls/reply to voicemails, emails etc. from school regarding school attendance or any other school related

issue.

**School (Name of school staff)**

1. School to contact parents daily if does not arrive in school, to

discuss reason for absence.

1. School to contact parents as required to discuss any other school-based concerns/issues.
2. School to complete a home visit where possible to challenge parents if

… is absent from school (parents are to call school and inform

them of the reason for any absences).

1. School to complete a daily attendance chart with so

attendance is acknowledged and encouraged.

**DATA PROTECTION – PRIVACY NOTICE**

Anything discussed will be recorded and put on the pupil file for the purpose of the pupil’s education and will be shared with, as necessary, other professional agencies with whom the Attendance and Children Missing Education Team work with in their normal, day to day work practice, including the school. For more information on how this data is used please visit: https:[//www.coven](http://www.coventry.gov.uk/freedom-information-environmental-information-)t[ry](http://www.coventry.gov.uk/freedom-information-environmental-information-).[gov.uk/freedom-information-environmental-information-](http://www.coventry.gov.uk/freedom-information-environmental-information-) regulations/coventry-city-council-privacy-notice

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendees made aware of privacy notice** | Y |  | N |  |

This Attendance Contract is a voluntary agreement between the school, parents/carers, pupil and formalised by the Local Authority Attendance Officer.

This contract will run for a 6-week period whereby improved school attendance is required. This contract will be reviewed at the end of this period with school, Local Authority and with parent/s or carers.

If there is no change to the pattern of attendance, this contract formalises the support that has been offered/is being offered. This evidence may lead to parents/carers being prosecuted under 1996 Education Act, Section 444(1A).

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** | | | |
| Parent/Carer |  | Date |  |
| **Signed** | | | |
| Parent/Carer |  | Date |  |
| **Signed** | | | |
| Young person |  | Date |  |
| **Signed** | | | |
| School Representative |  | Date |  |
| **Signed** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| School Representative |  | Date |  |
| **Signed** | | | |
| LA Attendance Officer |  | Date |  |

Copy of agreement provided to parent on or, state ‘Yes’ if a copy is to be

hand delivered…………………