**ATTENDANCE CONTRACT**

**An agreement between school and parents**

We are going to work together to ensure your child improves their attendance at school with immediate effect.

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| **PUPIL DETAILS** | | |
| **Name:**  Jenny Jones | **DOB:**  **07/06/2013** | |
| **School:**  **Greentrees School** | **Year Group:**  **9** | |
| **Designated School Contact & contact details:** | | **Joanne Smith**  **j.smith@greentrees.sch.gov.uk** |
| **Contact number for the parent to inform school if the child is unwell:** | | **07956258415** |

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| **ATTENDANCE** | |
| **Last date of school attendance:** | **10/09/2024** |
| **Current attendance % -** | **85%** |
| Number of sessions/days missed so far this academic year: | **15** |
| Number of these absences that have been authorised: | **0** |
| Number of these absences that have been unauthorised: | **15** |

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| **PUNCTUALITY** | |
| Number of sessions your child has been late before registration: | **5** |
| Number of sessions your child has been late after registration: | **6** |
| Number of minutes of learning lost: | **330** |

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| **FAMILY DETAILS** | |
| Parent/Carer Name:  Miss Janet Jones | Parent/Carer Name:  Mr John Jones |
| Relationship:Mother | Relationship: Father |
| Address:  12 Smyth Road  Winchester | Address:  12 Smyth Road  Winchester |
| Postcode: SO23 4RH | Postcode: SO23 4RH |
| Home Phone: n/a | Home Phone: n/a |
| Mobile: 07412589632 | Mobile: 07896325412 |
| Email: j.jones@gmail.com | Email: j.jones@gmail.com |
| Parental Responsibility? YES | Parental Responsibility? YES |

*If neither of the named above has parental responsibility, please provide details below:*

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| ***Parental Responsibility*** | |
| Name: N/A | Relationship: |
| Address: | |
| Home Phone: | Mobile Phone: |

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| **OUTLINE OF REASONS FOR ABSENCE/LATENESS** |
| *Reasons you have given for your child’s absence/lateness:*  Our child doesn’t sleep well at night and struggles to get up in the morning. Mrs Jones has to take a younger son to school. Jenny becomes aggressive when Mrs Jones tries to get her up and says that she has to go to school. Jenny says she won’t go into school because she feels sick.  *We have listened to your child and discussed with them the reasons for their absence/lateness. They have shared with us that:*  Jenny feels she has no friends, doesn’t need qualifications for what she wants to do when she leaves school. She don’t like school. The teachers don’t understand her. She has fallen so far behind she doesn’t know where to start to catch up. |

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| **ATTENDANCE AGREEMENTS & TARGETS** |
| |  |  | | --- | --- | | **Parents agree to:** | **Date** | | Remove devices from child by 9 pm each evening | **Daily** | | Help the child to organise equipment needed for school the next day, on the night before | **Daily** | | Set non-monetary rewards for attending school such as access to devices/consoles after school hours.  Family trip to the beach if a full week is attended.  1-2-1 time with mum cooking during the week. | **Weekly –**  **Friday evening** | | Call the school prior to the start of the school day, if the child is not going to be in and provide the reason for this. | **Every absence prior to 8:30am** | | Parents to explore opportunities for (name of child) to foster friendships outside of school e.g. netball and discuss with Jenny before next review date | **30/09/2025** |  |  |  | | --- | --- | | **Child/Young person agrees to:** | **Date/timescale** | | Go to bed by 9:30pm without electronic devices | **Daily** | | Set an alarm clock the night before with enough time allowed to get ready and travel to school on time (agreed for 7am wake up). | **Daily** | | Meet my mentor, Mr Smith in school at 8:45am in reception area on 23/09/2025 | **23/09/25 then as arranged** | | Lay my uniform out ready every evening and make sure I have all the equipment I need for school for the next day in my bag. | **Every evening by 8pm** | | I will not shout at my mum in the mornings when she wakes me up. | **Daily** |  |  |  | | --- | --- | | **School agrees to:** | **Date/timescale** | | Appoint a mentor (Mr Smith) and make fortnightly arrangements with Jenny to meet in reception at 8:45am | **16/09/2025** | | Agree with child an incentive for attending school regularly and on time e.g. access to school trip or prom. | **23/09/2025** | | Provide a ‘time out pass’ to Jenny with instructions on how and when to use, to go to an agreed safe space (Library) | **23/09/2025** | | To meet with the child in four weeks to review situation in school | **08/10/2025** | | Change Jenny’s tutor group to promote new friendships | **23/09/2025** | |

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| **REVIEW** | |
| 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 review date should be brought forwards to see if further support would be beneficial. When all support has been exhausted, the school will notify the Local Authority, where next steps will be considered including progression to Legal Intervention. | |
|  | **Date** |
| **First review** | **08/10/2025** |
| **Second review** |  |

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| **CONTRACT AGREEMENTS** | | |
| **Consent by parent(s):**    I/we have agreed to this Attendance Contract and will:     1. work with the school (and Local Authority) as detailed above, to improve my/our child’s school attendance, and      1. carry out what we have agreed 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.**  **This agreement may be given as part of the evidence.** | | |
|  | **Signatures** | **Date** |
| **Parents** |  |  |
| **Child (if child is of secondary school age)** |  |  |
| **On behalf of school/governing body** |  |  |