**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:** | **DOB: / /** | |
| **School:** | **Year Group:** | |
| **Designated School Contact & contact details:** | |  |
| **Contact number for the parent to inform school if the child is unwell:** | |  |

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

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

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| **FAMILY DETAILS** | |
| Parent/Carer Name: | Parent/Carer Name: |
| Relationship: | Relationship: |
| Address: | Address: |
| Postcode: | Postcode: |
| Home Phone: | Home Phone: |
| Mobile: | Mobile: |
| Email: | Email: |
| Parental Responsibility? YES / NO | Parental Responsibility? YES / NO |

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

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| ***Parental Responsibility*** | |
| Name: | 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:*  *We have listened to your child and discussed with them the reasons for their absence/lateness. They have shared with us that:* |

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| **ATTENDANCE AGREEMENTS & TARGETS** |
| |  |  | | --- | --- | | **Parents agree to:** | **Date** | | Remove devices from child by 9 pm each evening |  | | Help the child to organise equipment the night before |  | | Set non-monetary rewards for attending school |  | | Call the school if the child is not going to be in and the reason |  | | Explore opportunities for (name of child) to foster friendships outside of school |  |  |  |  | | --- | --- | | **Child/Young person agrees to:** | **Date/timescale** | | Go to bed at a reasonable time without electronic devices |  | | Set an alarm clock so I can get up on time |  | | Meet my mentor in school as agreed |  | | Get my uniform out and everything I need for school for the next day |  |  |  |  | | --- | --- | | **School agrees to:** | **Date/timescale** | | Appoint a mentor and make regular arrangements with (name of child) to meet in the library |  | | Agree with child incentives for attending school regularly and on time |  | | Provide a ‘time out pass’ and a safe space |  | | To meet with the child in four weeks to review situation in school |  | | Change (name of child) tutor group to foster friendships |  | |

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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 school will notify the Local Authority, where next steps will be considered, including progression to Legal Interventions. | |
|  | **Date** |
| **First review** |  |
| **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 (where age appropriate)** |  |  |
| **On behalf of school/governing body** |  |  |