Attendance Contract Template

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| --- | --- |
| **Date/time of meeting:** |  |
| **Venue:** |  |

|  |  |
| --- | --- |
| **Pupil name:** |  |
| **Date of birth:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **School:** |  |
|  |  |

|  |  |
| --- | --- |
| **Present at meeting:** |  |

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| --- |
| **Action agreed** |
| EXAMPLES OF ACTION AGREED:   * Pupil will arrive at school by 8.30 a.m. every day. * Parent will inform the school on the first day of a sickness absence and provide a note upon pupil’s return. * Parent will provide medical evidence for every sickness absence pupil may incur. * Are any issues preventing pupil from attending regularly, school staff will be informed? |

|  |  |
| --- | --- |
| Attendance target: | 100% |
| Timescale for improvement: |  |

|  |  |
| --- | --- |
| Date for review meeting: |  |

I confirm that this Attendance Action Plan was agreed by all present.

Signed:

…………………………………………… Parent/carer

…………………………………………… Pupil

…………………………………………… School Representative

…………………………………………… Other Agency