Attendance Contract Template

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

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

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

|  |
| --- |
| **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