



**Federation of Savile Town CE (C) & Thornhill Lees CE (VC)  
I & N Schools**



**Attendance Contract**

Pupil Name		Date of birth	
Address			
School		Year Group	

Attendance during last 12 weeks	%	Sessions of Unauthorised Absence	
---------------------------------	---	----------------------------------	--

Details of Parents / Guardians / Carers (including Absent Parent(s))					
Forename		DOB:		DOB:	
Relationship					
Address					
Contact Number					

Details of Supporting Agencies			
Member of School Staff		Role	
		Role	
Education Welfare Officer		Contact Details	

This Parenting Contract is a formal written agreement with the Parent(s), Pupil(s) and school to support the following action plan to address the poor school attendance of the pupil.

A meeting was convened with the parent/carer, pupil, attendance officer and Headteacher to address the following issues:

1. The reasons for the pupil's non-attendance at school.
2. Actions that can or need to be taken by any or all of the people involved to secure the pupil's attendance at School.
3. To identify an agreed level of attendance for the pupil to attain during the review period.
4. The potential consequence of legal action being taken should the pupil's attendance at School not improvement.

Any agreement made in this Parenting Contract can only be amended providing everyone is aware and agree to the suggested amendments.

Should the issue of attendance and/or punctuality continue to be a problem as a result of the Parenting Contract not being adhered to this document may be used as evidence in any legal action.

Review Date:

Reasons for Absence:

Views of the School:

Views of Parent / Carer:

Views of Child:

Views of the school/ Headteacher:

ACTIONS: The Parent/Carer agrees to:

Suggested Action	Tick if Relevant
Make sure the pupil attends school every day	
Contact the school by phone to check attendance	
Attend any future meetings that may be called by school staff	
Notify the school on the day of absence, giving a reason and indicating a return date/time	
Contact the school as soon as you become aware of any concerns, issues or problems that you or the pupil have.	
Notify the school of any occasions when you are aware that the pupil will be late in school giving reasons	
Ensure the pupil is seen by a GP when ill and provide medical evidence of any absence due to illness (i.e. appointment cards, prescriptions, letters etc)	
The school contacting other professionals involved with providing support for the pupil and the parent/carer(s) (i.e. Children's Social Care etc)	

Any Other Agreed Actions:

Sign.....