

Formal attendance and punctuality agreement

Record of meeting

Date of meeting	
Attendees	
Name of pupil	
Class/Tutor Group	
Parent/Carer 1 name and contact	
Relationship to child	
Parent/Carer 2 name and contact	
Relationship to child	
Is there a Social Worker/Support Worker involved with the family?	*YES <input type="checkbox"/> -If yes, please share with SW NO <input type="checkbox"/> Name: Contact no.
Other significant adults who support with coming to school	

Child's attendance and punctuality data

Current attendance	%
Unauthorised absence (O, G, U codes)	%
Authorised absence (I, M, C codes)	%
Number of lates overall	
Parent/Carer given a copy of the attendance record?	YES <input type="checkbox"/>
Parent/Carer given a copy of the school attendance policy?	YES <input type="checkbox"/>

Identified barriers to attendance (In-school/external)

School summary of concerns	
Pupil comments and concerns	
Parent/Carer view and reasons for absence/lateness	

Previous action

Action already taken to address the attendance concerns

Action/s	Outcome

Medical conditions

Does the child have a medical condition?	YES <input type="checkbox"/> *if yes, please complete below NO <input type="checkbox"/>
Have you received a formal diagnosis?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Nature of illness:	
How does the illness impact school attendance?	
Has the school received documentation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there an individual health care plan in school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
When was the care plan last reviewed?	

Special Educational Needs and Disabilities (SEND)

Does the child have identified SEND?	YES <input type="checkbox"/> *if yes, please complete below NO <input type="checkbox"/>
Nature of need:	
How does the SEND affect school attendance or punctuality?	
What support is provided by the school/SENDSCO?	
Is there an EHCP?	YES <input type="checkbox"/> NO <input type="checkbox"/> ERSA submitted. <input type="checkbox"/>
Any further information related to SEND	

Any other relevant information?
Is there any additional information the school needs to know?

Attendance Improvement Agreement
To achieve better attendance (refer to attendance toolkit)
Parent/carers will: School will: Pupil will:

Review Date
Agreed review dates:

Review comments
Review date:

Comments:

Next steps

The possible legal consequences of poor attendance/punctuality have been explained.

We will do what we have agreed in this attendance contract and will work together to support the above-named child to attend school regularly and punctually.

As parent/carers, we understand that if attendance does not improve, our child may be referred to the Local Authority Attendance Service. This contract and outcomes may be presented as evidence, and we may be liable to a Fixed Penalty Fine or other legal action.

Signed: Parent/Carer 1	Date:
Signed: Parent/Carer 2	Date:
Signed: School attendance officer	Date:
Signed: Dedicated senior leader for attendance	Date:
Signed: Pupil	Date: