**Attendance Contract**

**ATTENDANCE CONTRACT BETWEEN LOCAL AUTHORITY, SCHOOL, PARENT(S), and CHILD**

An attendance contract is a formal written agreement between a parent and the school to address irregular school attendance. An attendance contract is not legally binding and can be ceased by either the school or the parent at any time. It allows a more formal route to secure engagement with support. An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution.

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| **Date and Time of Meeting** |  |
| **Venue** | Cottenham Primary School |
| **Pupil** |  |
| **DOB** |  |
| **Ethnicity** |  |
| **School** | Cottenham Primary School |
| **Year Group** |  |
| **Address** |  |
| **Postcode** |  |

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| **SCHOOL REPRESENTATIVES:** | |
| Name | Job Role |
| **Richard Moore** | Deputy Headteacher/SENDCo |
| **Gabriella Perkins** | Office Manager |

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| **Parent’s Name:** |  |
| **DOB** |  |
| **Gender:** | M/F |
| **Ethnicity** |  |
| **Address** |  |
| **Postcode** |  |
| **Language** |  |
| **Is an interpreter required: Y / N** |  |

|  |  |
| --- | --- |
| **Parent’s Name:** |  |
| **DOB** |  |
| **Gender:** | M/F |
| **Ethnicity** |  |
| **Address** |  |
| **Postcode** |  |
| **Language** |  |
| **Is an interpreter required: Y/N** |  |

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| **OTHER PEOPLE PRESENT & JOB ROLES** | |
| Name | Job Role |
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| **APOLOGIES** | |
| Name | Job Role |
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| **SIBLINGS ON ROLE** | | |
| Name | DOB | Attendance % |
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**PURPOSE OF AGREEMENT:**

To work together to improve child’s attendance and to explore any barriers impeding attendance and provide support.

**SUMMARY OF SCHOOL INTERVENTIONS TO DATE:**

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**SUMMARY OF OUTSIDE AGENCY SUPPORT TO DATE:**

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| --- | --- | --- |
| **OTHER PROFESSIONALS INVOLVED** | **CURRENT INVOLVEMENTS**  (name of professional and start date) | **PREVIOUS INVOLVEMENTS**  (date / duration) |
| **EHA (**offer again if previously declined**)** |  |  |
| **SOCIAL CARE (**CIN/CP**)** |  |  |
| **CAMH/YOUnited** |  |  |
| **MEDICAL NEEDS** |  |  |
| **SEND** |  |  |
| **ATTENDANCE SERVICE** |  |  |
| **OTHER** |  |  |

Did you offer an EHA today?

Was support accepted or declined?

**SUMMARY OF AREAS OF CONCERN:**

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| --- |
| Low attendance |

|  |  |
| --- | --- |
| Attendance (Previous Year) | % |
| Unauthorised Absence (Previous Year) | % |
| Attendance (YTD) | % |
| Unauthorised Absence (YTD) | % |

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| --- | --- | --- | --- | --- | --- |
| **Issues Raised (please detail below)** | **YES** | **NO** | **Issues Raised (please detail below)** | **YES** | **NO** |
| **Alleged Bullying** |  |  | **Peer/Staff relationships** |  |  |
| **Behaviour/Attitude** |  |  | **Academic/SEND** |  |  |
| **Home related difficulties** |  |  | **Community/other** |  |  |
| **Transport** |  |  | **Medical Needs** |  |  |

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| --- | --- |
| **Alleged Bullying:** |  |
| **Behaviour and Attitudes:** |  |
| **Home related difficulties:** |  |
| **Transport:** |  |
| **Peer/Staff relationships:** |  |
| **Academic/SEND:** |  |
| **Community/other:** |  |
| **Medical Needs:** (What is the illness, symptoms, presenting behaviours, barriers? Is it inside school, outside school or both?) |  |
| **Have you followed the tiered approach for Medical Needs?** |  |
| **If yes, what have you done?** |  |
| **If no, why not?** |  |

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| **Pupil’s Voice** |
| How does the Young Person feel about school? What is going well? What do they not like about school? What are their perceived barriers? How do they find getting to school? What do they think would improve their school experience? Which staff members are they receptive to, or have a good relationship with? |
|  |

School will determine with the family and open professionals the duration of the attendance contract (between 3 – 6 months or longer if beneficial).

I/We the parent[s] agree to address the following target areas until the next review period for improvement in attendance and/or punctuality and to co-operate fully with these aims.

**Actions agreed:**

***Please write in detail, as this forms part of your evidence of interventions and support for the pupil.***

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| **What does the young person/child need to support them?**  **E.g. referrals to other agencies; amendments to timetable/school day/lunchtime arrangements/uniform etc.** | **Aims/objectives of identified action(s)** | **Success criteria – how will we know that the contract is making a difference?** | **Timeframe/start date** | **People Involved** | **Review Date:** | **Review of Action/Updates**  **Please note, actions do not necessarily need to be COMPLETED. They can be continued or extended as this process evolves. Any new barriers to the action should be identified and steps taken to address these barriers.** |
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**If I am concerned about my aspect of the delivery of the plan, I will contact school. My key contact is: Richard Moore 01954250227.**

**Method of communication preferred by parent(s): Post e-mail phone**

Parent(s) will be given a copy of these notes following the meeting. A copy of these notes will be sent to other agencies involved with this child as necessary.

For further support and information, please scan QR code.

Additional support can be found from: Sendiass, Pinpoint, HAY.

**The Attendance will be reviewed in 10 school weeks from the date of this meeting.** Date of review:

**Where will this review take place? E.g. at a TAF meeting, Child In Need meeting, online, in person at school, etc. Place of review:** Cottenham Primary School

**Reasons an Attendance Contract may Cease**

* If an Attendance Contract is not proving successful or beneficial, it will be reviewed and may potentially cease.
* If a parent does not consistently engage with the Attendance Contract process, there is a risk that the Attendance Contract may cease. A warning will be provided before this occurs.
* Parent may request for the Attendance Contract to cease at any time.

Please note that prior to the Attendance Contract ceasing, a warning letter will be sent to the parent(s) confirming the end date and the reason for the Attendance Contract ceasing.

Whilst the aim of this contract is to provide support, if there is a lack of engagement, disguised compliance (parents are agreeing to the contract actions but failing to actually take action to improve the situation) or unauthorised absences continue, then the school may refer to the Local Authority for enforcement action to be considered.

The Local Authority could issue a Penalty Notice Fine or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

**People present:**

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| **Name** | **Signature** |
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