

Inclusion & Welfare Service School Attendance Contract Meeting



School:

Initial

Review

Pupil:

DOB:

Ethnicity:

Form Group:

Form Tutor:

Head of Year:

LAC:

Yes

No

Purpose of plan: improve pupil's school attendance & address any issues affecting attendance

Attendance Level (%)

Authorised (%)

Unauthorised (%)

Difficulty

Yes

No

Difficulty

Yes

No

1. Academic/Attainment

2. Medical

3. Home issues

4. Transport

5. School Relationships

6. Bullying

7. Behaviour/Attitude

If any issues are identified in the shaded area above an Early Help Assessment must be considered

Identified Difficulty & Action Plan (to include Attendance Target for next 3 school weeks)

No.

Difficulty

Action

By Whom

This plan can be continued overleaf:

Attendance Target (%)

A. We, the undersigned, agree to the above plan and will co-operate

fully with these aims. We will review the plan in three weeks on

B. We confirm this Parenting Contract was compiled in the absence of the child's parents/carers.

C. The school will not authorise any further absences without evidence. Failure to reach these targets will result in a Penalty Notice being issued or a referral to the Inclusion & Welfare Service.

Signed

Parent/Carer:

Print Name:

Parent/Carer:

Print Name:

Pupil:

Print Name:

School Representative Name & Position:

Signature of School Rep:

Date

Attendance Contract Continued:

No.	Difficulty	Action	By Whom
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Other Actions (to be completed if parents do not attend or at 3 week review of this plan)

Action	Y/N	Date requested	By whom
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Penalty Notice Warning Request

Referral to EWS

Referral to Early Help

Referral to Social Services

School Attendance Policy for Parents

Your child should come to school every day

- Receiving a good full-time education is the best possible start in life for your child
- Excellent attendance and punctuality is encouraged and rewarded
- If your child **has** to miss school, you must inform the school **as soon as possible** on the **FIRST** day of any absence
- We expect parents to know when school opens and that children are expected to be in their classrooms
- We expect parents to know when school opens and for attendance registration
- **Doctor/ dentist appointments should be made outside school hours wherever possible and the school notified in advance. If appropriate, children should attend school before the appointment and return after the appointment.**

The Law, Penalty Notices and Fines

- Parents of children between 5 and 16 years (compulsory school aged children) are legally bound to ensure their child receives an appropriate full-time education, i.e. regular attendance at school of their child.
- Penalty Notices can be issued to parents whose children have had unauthorised absences of 5 days or more over a 10-weeks period who have not co-operated with the Inclusion and Welfare Service. This includes unauthorised holidays during term-time and children picked up on Truancy Patrols. Since changes from 19th August 2024, the fine attached to a Penalty Notice is **£160** per parent per child if paid within 28 days, reduced to **£80** per parent per child if paid within 21 days. A second leave of unauthorised absence incurs a **£160** fine per parent per child and paid within 28 days and there is no option to pay at the lower rate. Any subsequent unauthorised leave of absence taken within a three-year period from the first issuing of a Penalty Notice, can lead to court action being taken by the Local Authority.

Holidays During Term Time

- There are very few exceptions for parents to take their child(ren) out of school during term-time. Any such request for Leave of Absence in term-time must be made to the Head teacher or Principal in writing at least four weeks in advance of the leave. Only the Head teacher or Principal can authorise such requests in exceptional circumstances.

Unauthorised Absences

Children are not allowed to be absent from school for the following reasons –

- Going shopping
- Birthdays
- Day trips
- Looking after brothers and sisters

We carry out regular checks of our registers and identify any unauthorised absences and high numbers of sickness absences. The school may decide to contact you to discuss your child's attendance and, where unauthorised absences are concerned, will decide whether a Penalty Notice is appropriate.

Lateness

Children should arrive by the schools' start time. A late mark will be given after this time for morning and afternoon and if your child arrives after the register closes, an absent late mark is given which is an unauthorised absence.

Partnership

If you have any concerns about your child's attendance, please let us know. We will do our best to help.

Regular communication between school and parents is essential so that any problems can be quickly identified.

Please check our school website for a comprehensive outline of our school attendance policy.