

# 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
-----	------------	--------	---------

**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
--------	-----	----------------	---------

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, seated ready for the school day 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**

Our, monitors attendance and will liaise closely with parents who need support and advice. Please approach her between 8.45am and 12.15pm if you need help with attendance issues.

## The Law, Penalty Notices and Fines

- Parents of children between 5 and 16 years 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-week period and who have not co-operated with the Education Welfare Service. This includes unauthorised holidays during term time and children picked up on Truancy Patrols. The fine attached to a Penalty Notice is **£80** if paid within 21 days, rising to **£160** after that.

## Holidays During Term Time

- These will only be authorised in very exceptional circumstances and applications must be made in writing at least four weeks prior to the leave.

## Unauthorised absences

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

- 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 at 8.50am. A late mark will be given after 9.10am and if your child arrives after 9.20am 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.

Attendance achievements are published in our newsletters and each week the class with the best attendance is awarded the Attendance Cup and can see their position at the top of the attendance display.

The suggestions of parents and children about how to encourage good attendance are always welcome.