

ATTENDANCE CONTRACT (Initial meeting)

In accordance with the [Anti-social Behaviour Act 2003](#)

Date of meeting:	Time of meeting:	Face to face or virtual:	
Chair of meeting:	Role of Chair:	Lead professional for parenting contract:	
Pupil name:	Pupil DoB:	Year Group:	School:
Pupil address:			
Pupil's attendance % (Sep to present):	Authorised absence % (Sep to present):	Unauthorised absence % (Sep to present):	
Parent / carer (1) full name:		Parent / carer (2) full name:	
Parent / carer (1) address (if different from pupil):		Parent / carer (2) address (if different from pupil):	
Parent / carer (1) Date of birth:		Parent / carer (2) Date of birth:	

MEETING PARTICIPANTS			
Full name	Role (School, Parent etc)	Present (Y / N)	Contact number and email address
BARRIERS TO ATTENDANCE: What are the reasons for the pupil's absences?			

REQUIREMENTS FOR PARENT(S): What do/does parent(s) need to do to help unblock the barriers to the pupil's attendance?

Action point	Action to be taken	Who may be able to help with this?	When will this need to be done by?
1			
2			
3			
4			
5			

VOICE OF THE PUPIL: What does the pupil feel they can do to help? (If the pupil attended the meeting and they are age and ability appropriate to be able to participate).

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SUPPORT FROM SCHOOL			
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Action point	Support to be provided and for whom is it?	Which action in the requirements for parent(s) section does this relate to?	When will this be put in place or completed?
1			
2			
3			
4			
5			

SUPPORT FROM SERVICES OUTSIDE OF SCHOOL (I.e., multi-agency teams such as Early Help)			
Action point	Support to be provided and for whom is it	Which action in the requirements for parent(s) section does this relate to?	When will this be put in place or completed?
1			
2			
3			
4			
5			
ANY OTHER COMMENTS FROM PARTICIPANTS PRESENT:			

Parental consent to information sharing: I/we understand that information about me/us has been and will continue to be collected by schools and local authority services (where relevant) to assess and provide appropriate support. I understand the school and/or local authority may also use this information for monitoring and safeguarding purposes and information could be shared with external agencies and service providers, without parental consent.

A copy of this attendance contract will be circulated to all participants present as well as any relevant professionals unable to attend the meeting. As stated in part (7), section 19 of the [Anti-social Behaviour Act 2003](#) a parenting contract must be signed by parent(s) and signed on behalf of the governing body, therefore this contract may be viewed by the chair of governors.

Additional information for schools parents and local authorities about parenting contracts can be found in Department for Education guidance, including [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#).

<p>PARENT DECLARATION</p> <p>By signing this contract, I agree to comply with the requirements for parent(s) specified within it for the duration the contract runs.</p> <p>I am aware that refusal to commit to meeting the expectations set out in this contract may result in its termination and other routes being pursued by the school, including a referral to the local authority which could subsequently lead to prosecution in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA) in the case of an alternative curriculum provision.</p>	PARENT (1)	PARENT (2)
	SIGNATURE: 	SIGNATURE:
	PRINT NAME:	PRINT NAME:
	RELATIONSHIP TO PUPIL:	RELATIONSHIP TO PUPIL:

	DATE:	DATE:	
SCHOOL DECLARATION			
By signing this contract, I agree to provide support to the parent(s) to help achieve the requirements as outlined above and that a signature by a member of school staff is made on behalf of the governing body as set out in section 19 of the Anti-social Behaviour Act 2003 part (7).			
NAME	JOB TITLE	SIGNATURE	DATE
Date of next meeting:	Time of next meeting:	Location of next meeting:	

ATTENDANCE CONTRACT (Review meeting)

In accordance with the [Anti-social Behaviour Act 2003](#)

Review number:	Date of meeting:	Time of meeting:
Location:	Chair of meeting:	Lead professional for parenting contract:

MEETING PARTICIPANTS

Full name	Role (School, Parent etc)	Present (Y / N)	Contact number and email address

Pupil's attendance % (Sep to present):	Authorised absence % (Sep to present):	Unauthorised absence % (Sep to present):
Attendance % change since previous meeting:	Authorised absence % change since previous meeting:	Unauthorised absence % change since previous meeting:

REVIEW OF PREVIOUS REQUIREMENTS				
No	What was the requirement?	Who was helping to achieve the requirement?	Was the requirement achieved?	What is needed next? (If requirement not achieved)
1				
2				
3				
4				
5				
6				
7				

ADDITIONAL COMMENTS FROM PARTICIPANTS:

DECLARATION

For parents, a signature is acknowledgement that failure to comply with the requirements set out in this attendance contract without justifiable reasons may result in the contract being terminated and other routes being pursued, including prosecution by the local authority in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA) in the case of an alternative curriculum provision.

For schools, a signature by a member of staff is made on behalf of the governing board as detailed in part (7), section 19 of the [Anti-social Behaviour Act 2003](#)

FULL NAME	ROLE	SIGNATURE	DATE

Date of next meeting:

Time of next meeting:

Location of next meeting: