



Personal details

Pupil's Name:

Parents' Names:

School's Name: Beech Hill Primary School

Name: Mrs L Woodward

Position: Attendance Officer

Contact details: 0191 2678113

Background to Attendance Contract

Following a meeting on between.....
and ,
we have all agreed that we want to work together to help to attend school more regularly.

.....'s attendance is currently%.

What has been agreed

The School's promise

- Contact parent if pupil is absent from school without an explanation.
- Have a named person for parents to contact in school regarding attendance.
- Provide pupil with a named key worker in school.
- School will provide support to the pupil at school level if needed.
- Respond to any barriers reported that could affect attendance.
- To take measures to ensure the pupil attends school or alternative provision punctually and regularly.
- Make referrals to other partner agencies, eg the Access and Inclusion Team or 0-19 Services.
- To ensure that all SEND needs have been met or explored.
- Have a named point of contact in school for the pupil.
-
-
-

Parent's promise

- To supply details of their full names, address and telephone number and notify school immediately of any changes.
- To contact school on each day of absence regarding the reason for absence and provide medical evidence where possible
- To inform school of any problem affecting attendance.
- Parent to attend meetings with the school and/or other partner agencies.
- Accessing or partaking in the support or programmes offered to work with other agencies to resolve any issues affecting attendance.
- To support their child to attend school on time, each day
- Engage and contribute with any written school-home correspondence (e.g. report card)
- Set rules at home to make sure their child goes to bed and gets up at a reasonable time.
- Attend parenting classes or support groups if needed.

- Support with routines in the home to ensure school readiness
-
-
-

Review

We will meet again if required to discuss how things are going and whether this agreement needs to be changed in any way.

Anyone can ask for a meeting at any time to discuss the agreement further or to discuss any difficulties or problems.

Important dates

We will next meet on:

This agreement will end on the last day of the current academic year.

Agreement:

We will do what we have agreed in this attendance contract and will work together to help attend school regularly.

Signed: _____ (Parent)

Date:

_____ (School)

Date:

Complaints procedure

Any complaints will be dealt with using the school's complaints procedure.