

Attendance Contract

In accordance with the [Anti-social Behaviour Act 2003](#) (Part 3, No 19)

Guidance notes:

- ✓ The meeting should be chaired and form completed by the school's Senior Attendance Champion.
- ✓ Everyone should be clear on the purpose of the contract and be invited to contribute to the content.
- ✓ The pupil's parent(s) must be present for this contract to be completed.
- ✓ The pupil's parent(s) will be expected to sign the contract (although it is not legally binding).
- ✓ The pupil should be present where it is appropriate.
- ✓ The attendance contract should be shared with everyone present. A copy does not need to be automatically provided to the LA unless present at the meeting.

Meeting date		Start time	
Meeting venue			
Meeting Chair		Chair role	
PUPIL DETAILS			
Pupil name		DoB	
School		Year Group	
PARENT (1)		PARENT (2)	
Name		Name	
Relation-ship		Relation-ship	
DoB		DoB	
Address		Address	
PROFESSIONAL NETWORK			
Name	Role & Organisation	Attended? (Y/N)	Apologies? (Y/N)

What isn't going so well? Have we been able to identify the barriers to [Pupil's] attendance? What support has been put in place so far?

What is making a difference? What are [Pupil's] strengths, interests and hopes?

How does [Pupil] feel about things? (In person or through communication via other people)

What can we do moving forwards to help improve **[Pupil's]** experience of school?
Support should be shared where possible between everyone present.

Action No	Action	Who will help?	By when?
1			
2			
3			
4			
5			
6			
7			
8			

Review meeting details

Date		Time		Venue	
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PARENT DECLARATION *(Signed by parents present)*

By signing this contract, I agree to comply with the requirements for parent(s) specified within it for the duration the contract runs.

I understand that, as parent, I am legally responsible for ensuring my child's regular attendance at school.

I am aware that although not legal binding, if I do not demonstrate commitment to meeting the expectations set out in this contract it may result in it ceasing and other routes pursued including legal intervention in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA).

PARENT (1)	PARENT (2)
Signed	Signed
Name:	Name:
Relationship to pupil:	Relationship to pupil:

PROFESSIONAL DECLARATION *(Signed by professionals present)*

I confirm that this is an accurate record of the discussions and outcomes agreed within the meeting.
I agree to comply with the requirements set out in the action plan.

Name	Role & Organisation	Signature

PUPIL DECLARATION *(Signed if pupil present)*

This section is voluntary for the pupil to complete.

Signed	Full name:
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