

## Attendance Contract Template

<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>School:</b>	

<b>Present at meeting:</b>	
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<b>Action agreed</b>	
<i>EXAMPLES OF ACTION AGREED:</i>	
<ul style="list-style-type: none"> <li>• <i>Pupil will arrive at school by 8.30 a.m. every day.</i></li> <li>• <i>Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i></li> <li>• <i>Parent will provide medical evidence for every sickness absence pupil may incur.</i></li> <li>• <i>Are any issues preventing pupil from attending regularly, school staff will be informed?</i></li> </ul>	

Attendance target:	95% or over
Timescale for improvement:	3 weeks

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carer

..... Pupil

..... School Representative