|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pupil information** | **Pupil name** | | **Date of birth** | **Age** | **Year** |
|  | |  |  |  |
| **Present at meeting** |  | | | | |
| **Purpose of document** |  | | | | |
| **Current attendance percentage** |  | | | | |
| **Known barriers to attendance** |  | | | | |
| **Child’s View (*if appropriate)*** |  | | | | |
| **Parent’s View** |  | | | | |
| **School’s View** |  | | | | |
| **Agreed Actions** |  | | | | |
| **Date of next review** |  |

**School**

**Staff member**……………………………………………………….

* I/we agree to the above attendance improvement plan
* I/we will monitor ……………………… attendance, which will be reviewed regularly
* If I/we have any concerns, I or someone on my behalf will contact you, the parent/carer immediately
* I/we will keep you informed of the result of any attendance reviews

**Signed** ………………………………………………………………………  **Date** …………………………

**Parent/Carer**

I/we ……………………………………………………………………… confirm that I/we have parental responsibility and agree to the above attendance improvement plan

**I agree that I will…**

* Ensure my child will attend school regularly
* Ensure they are wearing the correct uniform
* Ensure my child arrives to school on time
* Contact school at the earliest opportunity should my child be too ill to attend
* Ensure I update the relevant member of staff if there are any changes to my contact details
* Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
* Contact the Attendance Officer if there are any problems or concerns
* Understand that my child’s attendance will be monitored closely and reviewed regularly
* Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

***Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.***

**Signed** …………………………………………………………… **(Parent(s)/Carer(s)** **Date** …………………………

**Pupil (if appropriate)**

I ……………………………………………………………………………. confirm that I agree to the above attendance improvement plan and will:

* Attend school regularly in the correct uniform
* Arrive to school on time
* Attend and arrive on time to every lesson ready to learn
* Not leave the classroom or school premises without the permission a member of staff
* Complete all homework to the expected level and hand in on time
* Speak to a member of staff if I have any problems

**Signed** …………………………………………………………… **(Pupil) Date**………………………….