**School Logo / Headed Paper / Sent from an official school email address with a clear email signature**

* **This communication should be pasted into the body of an email (rather than as an attachment), which should be sent with a read receipt requested.**
* **The ‘TO’ field of the email must be addressed to an individual parent (separate emails should be sent to each individual parent).**
* **The subject field should make clear the content of the communication. Please note parent/s email addresses must not be in the CC or BCC field.**
* **If being sent as a letter, please ensure the full address section is completed as per the below and send to each parent via first class royal mail post.**

**Note to schools**

**If parent/s do not attend**:

An attendance contract cannot be devised. You will need to document that parents have failed to engage, and if the national threshold has been met, schools can now consider issuing a **Notice to Improve.**

**A Notice to Improve** provides a further limited 6-week period for the school and family to work together to improve attendance. All available support strategies should be re-offered/adjusted with a clear audit trail as to whether engagement is secured. If it is clear engagement is not forthcoming, and attendance continues to decline with further unauthorised absence, schools may choose to escalate the process before the 6-week period has ended. At which point, consideration should be given to whether sufficient evidence of support first is available to warrant, as a last resort, legal intervention in the form of either a penalty notice or prosecution.

Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**RE: Pupil Name (Date of birth)**

**School Attendance Contract Meeting**

Further to our previous communications, it appears that a more formal route to secure engagement with support is needed to enable PUPIL NAME to attend school regularly. You are therefore required to attend a school Attendance Contract meeting in school, so that we may work together to explore, and formalise relevant support, designed to resolve any attendance concerns. Please find attached/enclosed PUPIL NAME’s updated attendance record.

An attendance contract is a formal written agreement between a parent(s) and the school and any other relevant parties to address irregular attendance at school or alternative provision. It is a more formal route to secure engagement with support and offer an alternative to prosecution. It is not a punitive tool and is intended to provide support.

It is important that all relevant parties participate in agreeing any plans, actions or interventions that may be required. As PUPIL NAME’s parent/s, it is crucial that you attend, and your contributions are factored into these plans. We have set aside time to meet with you and PUPIL NAME (where appropriate/applicable) at school to listen to, understand and work in partnership to prevent further absence so that PUPIL NAME can fully benefit from the educational opportunities available to them.

School attendance is hugely important and regular attendance ensures your child benefits from all the educational opportunities available to them. This is not just crucial for their learning, but also their wellbeing, and wider development. It is equally important that they attend school on time every day.

**Attendance Contract Meeting details**

Date:

Time:

Location:

**Please contact us as soon as possible to confirm you are available on the above date/time, using the contact details below.** On the day of the meeting, please report to the school office ten minutes before the meeting start time, so that we can make our way to the meeting room together.

For more information and clarification relating to our school attendance processes and the support available, please refer to our school’s attendance policy which is available on the school website via INSERT LINK. If you would like a hard copy, these are available via the school office.

If there are any exceptional circumstances preventing you from attending this meeting, it is essential that you contact us as soon as possible, so that we can make alternative arrangements.

Yours sincerely,

*Forename and Surname*

*Position held*

Telephone number: XXXXXXXXX

Email: XXXXXXXXX

**Notes for school (to be removed before sending out)**

* School to email/send to those with parental responsibility
* Ensure accurate attendance record is included