**Essex Schools Attendance Contract – September 2024**

**Overview information for all parties**

* An Attendance Contract is a parenting contract entered into under section 19(2) of the Anti-social Behaviour Act 2003
* It is a formal written agreement between a parent(s) and either the school or other partners to address irregular attendance at school or alternative provision
* It is a formal route to secure engagement where voluntary early help and support has not worked or is not deemed appropriate
* An Attendance Contract is not a punitive tool, and is intended to provide support and offer an alternative to legal intervention for irregular school attendance
* There is no obligation on the school or local authority to offer an Attendance Contract, and it may not be appropriate in every instance, but an Attendance Contract should always be explored before moving forward with other legal interventions

**Aims of Attendance Contract:**

* It is an opportunity for families, pupil(s), schools, and where applicable other relevant parties to work together to put support in place
* To agree a lead practitioner
* Develop a plan to secure a pupil’s regular school attendance as per parental responsibility in law, to secure improved outcomes for the pupil, not just in terms of attainment, but also wellbeing

**Parents responsibilities and definition of a parent**

* The meaning of ‘parent’ in relation to a child includes any person who is not a parent but who has parental responsibility for the child, or who has care of the child as set out in section 576 of the Education Act 1996
* Parent(s) are legally responsible for making sure their child gets a suitable full-time education, usually from the age of 5 to 16
* Parent(s) to be provided with a hard copy of: [DFE Parental Guide to School Attendance](https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf)

**Failure to attend attendance contract meeting**

* Where a parent fails to attend the meeting without good reason or notification, it is essential this is followed up. Please see ‘Failure to engage with Attendance Contract Meeting – September 2024’ template available on Essex Schools Infolink (ESI) under the Attendance Specialist Team and the Essex Support First Toolkit – Essex templates and documents section
* Where deemed appropriate, further attempts should be made to arrange another Attendance Contract meeting. Where it is not deemed appropriate, schools may wish to consider issuing a **Notice to Improve**
* All attempts to secure engagement and offers of support must be documented
* An Attendance Contract cannot be devised in parental absence
* You will need to document that parent/s have failed to engage
* If the national threshold has been met, schools may 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 school attendance. 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 will be given to whether legal intervention in the form of either a penalty notice, or prosecution is now appropriate

**Non-compliance with an Attendance Contract**

Where a parent(s) does not comply with the requirements set out in the Contract, the lead practitioner will contact the parent(s) and seek an explanation. They will:

* Decide if the explanation is reasonable and if the Attendance Contract remains useful
* If applicable, the lead practitioner will arrange a review meeting of the Attendance Contract
* If an explanation is not provided, or the lead practitioner is not satisfied with the explanation, the parent(s) may be served with a warning to explain the Attendance Contract is not working and may be terminated. Another course of action pursued, such as a Notice to Improve where the national threshold for legal intervention has been met
* If parent(s) do not engage, this will be acknowledged formally, and a record kept. Any non-compliance with the Contract can be presented in court if necessary

*School Name or print on headed paper*

**Attendance Contract Meeting**

|  |  |
| --- | --- |
| Meeting date: |  |
| Meeting time: |  |

|  |  |
| --- | --- |
| Pupil full legal name: |  |
| Pupil date of birth: |  |
| Pupil age: |  |
| Pupil year group: |  |
| Pupil address/es and postcode/s:If pupil resides between more than one home, please detail both addresses and include the homeowners name and relationship to the pupil |  |

|  |  |
| --- | --- |
| Distance from school to home: |  |
| Was this the parent(s) first choice of school: |  |

**Invitees (include pupil (if applicable), position/relationship to pupil, parent(s) date of birth – ensure legible):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Position/relationship | Daily / Regular Contact (indicate No. of days per week) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Attendees (ensure legible, include pupil if applicable)**

|  |  |  |
| --- | --- | --- |
|  | Name | Position/relationship |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**Significant people in pupil’s life (ensure legible)**

|  |  |  |
| --- | --- | --- |
|  | Name | Position/relationship |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**Pupils’ attendance and punctuality information as at date of meeting**

|  |  |
| --- | --- |
| Current % attendance: |  |
| Total sessions missed: |  |
| Sessions unauthorised: |  |
| Sessions authorised: |  |
| Are any of the absence recorded due to Religious Observance (see R Code in guidance)? |  |
| Hours of lost learning due to absence: |  |

|  |  |
| --- | --- |
| Sessions recorded as late (before registers close – L code): |  |
| Sessions recorded as late (after registers close – U code): |  |
| Hours/ minutes of lost learning due to poor punctuality: |  |

|  |  |
| --- | --- |
| Total hours / minutes lost due to absence **and** poor punctuality |  |

**Other relevant pupil information**

|  |  |
| --- | --- |
| Free school meals? |  |
| Pupil premium? |  |
| Is the pupil a Young Carer? |  |
| Are they from a travelling background? |  |
| SEN Support? |  |
| EHCP? |  |
| Are they eligible for local authority transport from home to school? |  |
| Does the pupil have any medical concerns/conditions that impact regular school attendance? |  |

**If the answer is yes, please include the service worker’s name**

|  |  |
| --- | --- |
| Team around the family service involvement?  |  |
| Family Solutions involvement? |  |
| CIN Plan? |  |
| CP Plan? |  |
| LAC / PLAC – indicate which if applicable? |  |
| CAMHS involvement? |  |
| Any other agencies involved (if not present) e.g. school nurse, counsellor, Youth Offending Team, Targeted Youth Advisor, Health services etc. |  |

**Information provided by school (please tick / add as appropriate)**

|  |  |
| --- | --- |
| Has it been made clear why it is felt beneficial to the family and the family circumstances to have an Attendance Contract? |  |
| Current attendance certificate provided to all parties? |  |
| School’s attendance policy provided? |  |
| [DFE parental guide to attendance and parental responsibilities](https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf)  provided? |  |
| Other (please detail) |  |
| Other (please detail) |  |

**Parental views / concerns**

* Parent(s) views on pupils’ attendance
* Underlying issues, concerns, barriers etc
* How they believe these should be addressed
* What support do they think would be helpful?
* What are their views on the idea of an Attendance Contract (having outlined the above information prior)?

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**Pupils’ views / concerns (if old enough, pupil should be present, if younger their views should still be accounted for / captured in advance via a supportive conversation)**

* Views on their attendance
* Underlying issues, concerns, barriers etc.
* How they believe these should be addressed
* What support they think would be helpful?
* Views on the idea of an Attendance Contract (having outlined the above information prior)

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**School views / concerns**

* Views on their attendance
* Underlying issues, concerns, barriers etc.
* How they believe these should be addressed
* What support they think would be helpful?
* Views on the idea of an Attendance Contract (having outlined the above information prior)

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*School Name or print on headed paper*

**Attendance Contract Details**

**Each individual Attendance Contract should set out the duration it will be in place, there is no expected minimum or maximum duration**

|  |  |
| --- | --- |
| Attendance Target (should be achievable): |  |
| Timescale for improvement (should be achievable): |  |
| Date of next review meeting (should be regular and brought forward as soon as it is felt the Contract is not working): |  |

|  |  |
| --- | --- |
| Lead practitioner name: |  |
| Lead practitioner department/team: |  |
| Lead practitioner position: |  |
| Lead practitioner email and/or contact telephone number: |  |

**Agreed actions for all parties, requirements, and support**

**(add/delete as appropriate, this is not an exhaustive list and should be bespoke to the individual pupil/family circumstances as discussed in the meeting)**

**Standard Actions**

|  |  |
| --- | --- |
| **Action/Requirement/Support agreed** | **Responsible party** |
| Parent(s) and Pupil (where applicable) will ensure pupil arrives by TIME every day | Parent(s) full name and relationshipPupil full name |
| Parent(s) will ensure they adhere to the school’s attendance policy (hard copy provided) | Parent(s) full name and relationship |
| Pupil (where applicable) will ensure they adhere to the school’s attendance policy (hard copy provided) | Pupil’s full name |
| Should the pupil be absent, the parent(s) will ensure they notify the school by TIME and every subsequent day thereafter as per policy | Parent(s) full name and relationship |
| Where requested, parent(s) will provide medical evidence | Parent(s) full name and relationship |
| Parent(s) will ensure they read the DFE parental guide to attendance and parental responsibilities (hard copy provided) | Parent(s) full name and relationship |
| Parent(s) are required to attend all meetings with the school and/or LA /other partners | Parent(s) full name and relationship |

**Bespoke Actions**

|  |  |
| --- | --- |
| **Action/Requirement/Support agreed** | **Responsible party** |
| School to provide pupil with weekly counselling |  |
| Attending all counselling sessions provided unless there are exceptional circumstances |  |
| Adhering to requirements of being on report |  |
| School / Lead Practitioner to make a referral to… |  |
| Lead practitioner to discuss circumstances with… |  |
| School and family to partake in ‘We Miss You Maximising Attendance’ toolkit |  |
| School/lead practitioner to seek support, advice, and guidance from Early Help Drop In |  |
| School to arrange a Team Around the Family Meeting |  |
| School will make a referral to relevant service/s (having gained consent from parent(s)) e.g. Family Solutions, Youth Service, Young Carers, Inclusion Partner, Educational Psychologist, Education Access etc. |  |
| Parent(s) will contact the GP to discuss… and feedback to the school by DATE |  |
| Parent(s) will engage with… |  |
| School representative to ensure all relevant school staff are aware of any adjustments, support etc. please list those identified as needing this information – such as SENCO, DSL, Pastoral workers, Class Teacher, Form Tutor, Head of Year etc. |  |
| Pupil to discuss any new concerns, issues, barriers with NAME OF KEY IDENTIFIED PERSON IN SCHOOL |  |
| School to develop a care plan to support any medical needs |  |

I confirm that this Attendance Contract / Action Plan has developed together by all those present, to support PUPIL NAME to return to a regular pattern of attendance and punctuality and ensure no further unauthorised absences are recorded. All parties therefore agree to comply with the requirements as detailed above for the specified timeframe within this contract INSERT DATE AS PER TIMESCALE FOR IMPROVEMENT ABOVE.

|  |  |
| --- | --- |
| Agreed date of review: |  |

**Signatures**

|  |  |
| --- | --- |
| Date signed: |  |

|  |  |
| --- | --- |
| Position / Relationship to pupil / Agency | Full Name and signature |
| Parent |  |
| Parent |  |
| Pupil |  |
| Lead Practitioner |  |
| Additional School Representative/s and other agencies (detail below) |  |
|  |  |
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|  |  |

**Attendance Contract Review Meeting**

|  |  |
| --- | --- |
| Meeting date: |  |
| Meeting time: |  |

|  |  |
| --- | --- |
| Pupil full legal name: |  |
| Pupil date of birth: |  |
| Pupil age: |  |
| Pupil year group: |  |
| Pupil address/es and postcode/s:If pupil resides between more than one home, please detail both addresses and include the homeowners name and relationship to the pupil |  |

**Invitees (include pupil (if applicable), position/relationship to pupil, parent(s) date of birth – ensure legible):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Position/relationship | Daily / Regular Contact (indicate No. of days per week) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Attendees (ensure legible, include pupil if applicable)**

|  |  |  |
| --- | --- | --- |
|  | Name | Position/relationship |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**Pupils’ attendance and punctuality information as at date of meeting**

**Ensure pupils attendance record is provided to all parties and attached to the notes.**

|  |  |  |
| --- | --- | --- |
|  | Original Meeting | Review Meeting |
| Current % attendance: |  |  |
| Total sessions missed: |  |  |
| Sessions unauthorised: |  |  |
| Sessions authorised: |  |  |
| Are any of the absence recorded due to Religious Observance (see R Code in guidance)? |  |  |
| Hours of lost learning due to absence: |  |  |

|  |  |  |
| --- | --- | --- |
|  | Original Meeting | Review Meeting |
| Sessions recorded as late (before registers close – L code): |  |  |
| Sessions recorded as late (after registers close – U code): |  |  |
| Hours/ minutes of lost learning due to poor punctuality: |  |  |

|  |  |  |
| --- | --- | --- |
|  | Original Meeting | Review Meeting |
| Total hours / minutes lost due to absence **and** poor punctuality |  |  |

|  |
| --- |
| Outcomes – has attendance improved, has punctuality improved? |
|  |

|  |
| --- |
| Are there any changes or developments that school need to be aware of? |
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| --- |
| What worked well? |
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| --- |
| What didn’t work so well? |
|  |

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| --- |
| Were agreed actions completed? Please provide details |
|  |

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| Actions as a result of review |
|  |

I confirm that this Attendance Contract / Action Plan has been developed together by all those present, to support PUPIL NAME to return to a regular pattern of attendance and punctuality and ensure no further unauthorised absences are recorded. All parties therefore agree to comply with the requirements as detailed above for the specified timeframe within this contract INSERT DATE AS PER TIMESCALE FOR IMPROVEMENT ABOVE.

|  |  |
| --- | --- |
| Agreed date of review: |  |

**Signatures**

|  |  |
| --- | --- |
| Date signed: |  |

|  |  |
| --- | --- |
| Position / Relationship to pupil / Agency | Full Name and signature |
| Parent |  |
| Parent |  |
| Pupil |  |
| Lead Practitioner |  |
| Additional School Representative/s and other agencies (detail below) |  |
|  |  |
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|  |  |