

Attendance Parental Contract



Name of student

Parent/Guardian names

Names of staff attending meeting from Unity College

Background to parenting contract

Following a meeting on

-----**(date)**between-----**(pm/attendance)**,

-----**(Parents/Guardian names)** and -----
(student's name), we have all agreed that we want to work together to help (students name) to attend school more regularly.

What has been discussed/agreed?

The school's promise

Name of person mostly involved with student has agreed to help.....
(parent/guardian)

help**(student's name)** attend school regularly in school

- Send student's parent/guardian attendance certificate at the end of the week so they know if there have been any absences and reason for absences
- If truancy is the problem send home every day a truancy report showing that their child has

attended all day

- Make sure that a member of staff contacts students' parent's immediately if student is not in school when the register is taken in the morning and pd5, or if the school becomes aware that the student is not on the premises.
- Be available between 3.10 and 3.30 every school day if there is anything that parents want to discuss with them in person

The parents promise

Student's parent/guardian have agreed that to help student attend school regularly in school

- Sign the attendance certificate and send back to school to say they agree with attendance marks and to make any comments if they have any
- If truancy is a problem sign truancy report every day and send back to school and to make any comments if they have anything to say
- Discuss the attendance certificate with student at the end of every week
- Let attendance know if there are any problems which might make (student name) truant/or not attend school.
- -----(Student name) attends school regularly and on time everyday
- If student is absent off school for sickness for more than a week provide school with a medical note.

Review

All people attending meeting will meet again at the end of term to discuss how things are going and whether this agreement needs to be changed in any way.

The attendance team can ask for a meeting at any time to discuss the agreement further or to discuss the agreement further or to discuss any difficulties or problems that might arise.

Agreement

We will do what we agreed in this parenting contract and will work together to help student's name attend school regularly.

Signed Attendance

Date: -----

Signed Parent/Guardian Name

Date:-----