

# Attendance Contract



This contract is made on XXXX between **The John Warner School** of Stanstead Road, Hoddesdon, EN11 0QF, and

«Forename» «Legal\_surname» of «Student\_Address\_line» born on «DOB», currently in Form: «Reg», and «Parental\_Salutation», the parent/carer(s)

You have been asked to enter into this contract as the school is concerned about «Forename»'s current attendance.

At the time of issue, «Forename»'s attendance stands at:

**Present:**

**Authorised Absences:**

**Unauthorised Absences:**

**Lates:**

**Unexplained Absences:**

**I, «Forename» «Legal\_surname», shall:**

- Attend school and all assigned class periods every day
- Arrive at school and every class period on time
- Obey the school rules, dress codes and behave appropriately
- Complete and return all homework as directed
- Other

**I/we, the Parent(s)/Carer(s), shall:**

- Get the student to school on time every day
- Not remove the student from school early without providing the school with a lawful reason
- Provide evidence of all absences if and when requested until advised in writing that this is no longer required
- Contact the school on a daily basis for all absences including a full explanation
- Attend regularly all meetings scheduled by the school
- Give the school permission to contact the doctor's surgery relating to the student's absences
- Other

**The John Warner School shall:**

- Assist the family with referrals for required services
- Regularly monitor attendance
- Maintain regular contact with the family and student
- Give house points for good and improved attendance
- Offer a reduced timetable for a short period of time
- Offer assistance of the school's HUB for certain lessons
- Offer counselling
- Other

We agree to participate in the above agreement and understand that if we fail to abide by its terms that we may be receive a home visit by the Attendance Officer, receive a breach letter, be referred to The Local Authority and/or may be issued with a penalty notice.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Student**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Parent/Carer(s)**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Staff Name (print) \_\_\_\_\_ **Representative for The John Warner School**