



Emmanuel College

Attendance Improvement Process – Attendance Contract

Student Name	
Year Group/Tutor	

Date of meeting:		Time:	
Attendees:			

Attendance Contract:

- *The student will arrive at school by 8.25am every day*
- *The student will attend all lessons as per their timetable*
- *If absent as a result of genuine illness the parent will inform the school on the first day of absence before 8.15am and provide medical evidence to support this (evidence of GP appointment etc).*
- *If there are any issues preventing the student from attending that are not related to illness the parent will inform the College immediately so that appropriate support can be put in place.*
- *Failure to comply with this contract will result in a letter being sent to the parent outlining the concern. Further breaches would result in a further meeting being held.*
- *Failure to comply along with continued poor attendance may result in a referral to the Local Authority for additional sanctions which may include a penalty notice/prosecution.*

Additional agreements between parent and College that meet the individual needs of the student:

Date and time for review meeting:	
I confirm that this attendance contract was agreed by all present:	
Parent/carer signature:	
Student signature:	
College representative:	
Other agency:	

