

Attendance Panel Agreement

(This document should be completed when a parent does not attend the schools' formal parenting contract attendance meeting)

Date of meeting:					
Full name of pupil:					
DOB:		Age:			
Full address:					
School Name:					
School year:					
CIN/CP:	Yes/No	SEND support:	Yes/No	EHCP:	Yes/No

Persons with Parental Responsibility *(this includes the birth parent(s) and persons with parental responsibility or who have day to day care of the child)*

Parental Responsibility	Full name	Tick to confirm present at meeting
Father		
Mother		
Other:		
Grandparent		
Carer		

All present at meeting

Professional	Full Name
School senior attendance lead	
School attendance officer	
Other professionals:	
Keyworker/Social worker/Housing officer/SEND Officer/ YOS Officer/ School Nurse/GP or other health professional/ Safer Schools Police Officer	

Reason for Panel meeting

(Pupil's name) attendance is currently **XX**% out of a possible **XX** sessions. *(pupil name)* has only managed to attend **XX** sessions.

1. Actions taken to date to improve student's school attendance:

School should detail all interventions and offers of support to remove barriers to the pupil attending school) E.g. Phone calls, letters, invite to voluntary support meeting, EHA offered/completed, school nurse, considerations for any SEND support, referral for educational psychologist, communication with GP/ other health professionals, reduced timetable, adjusted start/finish time, offer of school pastoral support, incentives, liaising with other LA contacts e.g. social work, keyworker, housing officer. This list is not exhaustive and can include other offers of support, professional and interventions.

2. Pupil's comments:

(Where appropriate the pupil can attend the panel meeting. This may be with or with parents present)

If the child is of primary school age and is not an independent traveller it would be appropriate for the child to attend. If they are not, the voice of the child should be captured ahead of the meeting possibly using a tool such as the 'My school and me' template available on [LEAP](#))

3. How is this absence affecting the pupil's progress at school? What can we as a school do to support the pupil to attend regularly:

Outline the impact of the poor attendance for the pupil. This may include the impact of social and academic issues, e.g., Missing intervention groups/catch up sessions, key learning, an impact on social development with peers.

4. What is going well for the pupil in school:

Outline positive points for the pupil when in school. This may be how well they are performing in a particular subject, how they interact with their peers and having a friendship group.

5. Any other action or support provided by a named member of staff:

Is there any support that can be offered by specific member of staff? E.g., Mentor/ pastoral support, school family keyworker, access to trusted staff member for 'check ins', time out cards when feeling overwhelmed.

Decisions made by the panel in the parents absence

Parent/carers:

- Must ensure their child attends every day that the school is open for them and is on time for registration
- Provide medical evidence to the school if the child's absence is due to illness
- Must contact the school should there be difficulties with the above points.

School:

We will only authorise any absence through illness if supported by medical evidence. Alternatively, you can bring *(child's name)* into school if they are unwell and allow the school to decide whether *(child's name)* is well enough to stay in school. If the school feels that he/she is too unwell, then you will not have to provide medical evidence for that absence.

We will be available for advice and support during the review period. If the pupil named in the agreement does not attend regularly and punctually a referral may be made to the Attendance Support Team at Hillingdon Council who may consider:

- Issuing a Penalty Notice of £60.00 to each parent/carer
- prosecution at Magistrate Court
- an Education Supervision Order or
- a Parenting Order.

The pupil's attendance will be reviewed on: *(set a date to review of at least 4 school weeks)*.

I accept the Attendance Panel agreement decisions above and agree to comply with the requirements.

_____ Signed Pupil (if Present)

_____ Signed Headteacher/ School Attendance Lead

_____ Witness