

Pupil Improvement plan

Pupil Information	Pupils Name	Date of Birth	Age	Year
Present at meeting				
Purpose of document	To determine strategies to improve the attendance of Students name during the academic year			
Current attendance percentage				
Known Barriers to attendance				
Child's View (If Appropriate)				
Parents View				
School's View				
Agreed Actions				
Date Of Next Review	Meeting held			

Pupil (if appropriate)

I confirm that I agree to the above attendance improvement plan and will:

- Attend school regularly in the correct uniform
- Arrive to school on time
- Attend and arrive on time to every lesson ready to learn
- Not leave the classroom or school premises without the permission a member of staff
- Complete all homework to the expected level and hand in on time
- Speak to a member of staff if I have any problems

Signed (Pupil) Date.....

Parent/Carer

I/we confirm that I/we have parental responsibility and agree to the above attendance improvement plan

I agree that I will...

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the Attendance Officer if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Signed (Parent(s)/Carer(s) Date

School

Staff member.....

- I/we agree to the above attendance improvement plan
- I/we will monitor attendance, which will be reviewed regularly
- If I/we have any concerns, I or someone on my behalf will contact you, the parent/carers immediately
- I/we will keep you informed of the result of any attendance reviews

Signed Date