

Attendance Contract Policy

2026-2027



This policy will be reviewed on an annual cycle

Person responsible for the Policy:	Headteacher, DSL, Attendance Lead
Approved by/ date:	June 2026
Next review:	June 2027



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Our Shared Commitment

At Revoe Learning Academy we believe that regular attendance and good punctuality are essential for children to achieve their full potential, feel included, and develop positive habits for life.

This agreement outlines the responsibilities of the school and parents/carers to support your child's attendance and punctuality

Parent/Carer Responsibilities

As a parent/carers, I/we agree to:

Attendance

- Ensure my child attends school **every day**, unless they are genuinely unwell or there are exceptional circumstances.
- Aim for **at least 96% attendance** across the school year.
- Only request absence during term time for **exceptional reasons** and understand that holidays are not normally authorised.

Punctuality

- Ensure my child arrives at school **on time each day at 8.45am**.
- Understand that lateness can disrupt learning and affect my child's progress.

Communication

- Notify the school **as soon as possible and before 9.15am** on the first day of absence.
- Keep the school informed of any ongoing medical or personal issues affecting attendance.
- Provide medical evidence if requested for frequent or extended absences.

Support

- Work with the school to address any attendance concerns.
- Attend meetings where concerns are raised about my child's attendance or punctuality.

Seek support where needed (e.g. health, emotional wellbeing, transport difficulties).

School Responsibilities

The school agrees to:

- Provide a **safe, welcoming, and engaging learning environment**.
- Monitor attendance and punctuality carefully.
- Inform parents/carers promptly of any concerns.

- Offer support and guidance where attendance falls below expectations.
- Work in partnership with families and external services if needed.

Understanding Attendance Expectations

- 95–100% = Good attendance
- 90–95% = Cause for concern
- Below 90% = Major concern

Low attendance may result in:

- Meetings with school staff
- Attendance support plans
- Referral to the local authority if necessary

Punctuality Expectations

- Arriving late regularly can lead to:
 - o Lost learning time
 - o Difficulty settling into class
 - o Possible recording as unauthorised absence (in line with policy)

RLA and Parent/Carer Attendance Contract Agreement

Date			
Child's Name		Date of Birth	
Year Group			
Parent/Carer Name(s)			
Parent/Carer Signature			
Parent/Carer Date of Birth			
Address			
Telephone			

Senior Staff member with overall responsibility:	
Member of staff responsible day to day	
Name and Signature of Member of staff completing this form	
To report your child's absence please ring	01253 763414
Our Pupil Welfare Officer is	Karen Manning

It is important that we work together to improve your child's school attendance to give them the opportunity to attain and progress. We are going to work together to ensure your child improves their attendance at school with immediate effect.

Your child's current attendance is: _____

This means they have missed _____ sessions/days so far this year.

So far ____ of these Absences have been authorised by us.

So far _____ of these absences have been unauthorised by us.

Your child has been late to school on _____ occasions, this equated to them missing _____ minutes of their learning.

The reasons you have given for these absences have been:

Parents views on their child(ren)'s attendance at school.

Any underlying issues and how do you think these should be addressed?

What type of support do you think would be helpful to secure your children(ren)'s regular attendance?

Parents/Carers agree to:

May include;

Attend meetings with the school and or Local Authority

Access or partake in the support or programme offered

Work with or access other separate support provided to the pupil at school level.

School agrees to support by:

If applicable, child(ren) agrees to support by:

Review

This contract will be reviewed on _____ to discuss progress and need.

If the contract is being adhered to the school will ensure the child receives recognition of the improvement and RLA will continue to monitor and support.

If the contract is not being adhered to, the school will notify the Local Authority, where next steps will be considered, including progression to the attendance legal process.

Agreeing to the contract

Consent by parent(s)/carers

I/we have agreed to this Attendance Contract and will;

- Work with the school (and Local Authority) as detailed above, to improve my/our child(ren)'s school attendance and
- Carry out what we have agreed to do.

I/we also agree to information being shared with other professionals and agencies as required to support is.

I/we understand that if my child(ren) has any further unauthorised absences from school, a Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.

Revoe Learning Academy



Grasmere Road,
Blackpool
FY1 5HP



Headteacher: Mr. P. Osborne
Deputy Headteacher: Ms. C. Preston
Assistant Headteachers: Miss K. Buckley
Mrs. H. Raistrick
Business Lead: Mrs. A. Wood

To contact us at RLA, you can ...

Email: admin@revoe.svt.org.uk

Phone: 01253 763414

Or, to find out more about RLA, please visit:
www.revoelearningacademy.co.uk

Dear

Re: **Child's Name, DOB and Class**

As a school we remain concerned about **child's name** ongoing irregular attendance and the impact upon their learning. Currently their attendance stands at _____% with _____ unauthorised absences. The equates to _____ days lost since _____.

I would therefore like to invite you in to attend a formal meeting to discuss this matter in more detail. It is really important you attend.

The meeting will be held at **time** on **date** at Revoe Learning Academy. In attendance will be – **staff names**.

At the meeting we will be keen to hear about any barriers or issues that you feel may be preventing **child's name** regular attendance and how we can continue to work with you and support you. It is important that **child's name** attends school regularly to achieve the best educational outcome, maintains a sense of belonging and socialises with peers.

As part of the meeting, we will complete an Attendance Contract so that we can help formalise and agree how we can best work together to resolve any issues in order to improve **Child's name** attendance.

If for any reason you are unable to make arrangements to attend this meeting and need to request an alternative date, or would like to discuss anything urgent affecting **child's name** attendance please do not hesitate to contact **staff name**.

We look forward to working in partnership with you to support **child's name** attendance.

Yours faithfully