

Appendix 1 - School Attendance Support Plan

(NAME OF SCHOOL)

10% or more of sessions missed

(Based on each pupil's possible sessions)

Date of meeting:		
Pupil Name:		
DOB:	School:	Year Group:
Address:		
Overall Attendance % Persistent Absence %	Authorised Abs%	Unauthorised Abs%

Details of Parents / Carers (including Absent Parent(s), Private Fostering Arrangement (Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more).	
Forename:	Surname:
Relationship to child:	
Address:	
Contact No.:	
Present at meeting:	
Forename:	Surname:
Relationship to child:	
Address:	
Contact No.:	
Present at meeting:	

Discussion: - Reason for absence

What is going well?

Views of Parent/Carer:

Views of the Child:

Views of the School:

What are we worried about?

Views of Parent/Carer:

Views of the Child:

Views of the School:

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What needs to happen?

Action Plan		
Action	By Whom	Date to be completed

Date attendance will be reviewed:
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