



ATTENDANCE POLICY

Policy adopted by the Governing Body of The Wordsley School

Date adopted by the Governing Body

16/10/2024

Signed by the Chair of Governors

N Cooper

ATTENDANCE POLICY

At The Wordsley School we believe that regular attendance is crucial in order that every child has the opportunity to reach their full educational potential. Our admissions policy offers equal access and opportunities to all. We believe that school attendance is a shared responsibility involving school, pupil, parent/carer and other relevant agencies.

AIMS

- Every pupil to achieve a minimum of 98% attendance.
- Remove barriers and attitudes which prevent good attendance.
- Work with external agencies to improve attendance.
- Acknowledge and reward pupils who achieve 100% attendance for a whole term.
- Acknowledge and reward pupils who show improvement in attendance.
- Identify pupils whose attendance is a cause for concern and implement support strategies.
- Keep pupils and parents/carers fully informed and supported.

The Law Relating to Attendance

Ensuring your child's regular attendance at school is the registered parent/carer responsibility. If a child fails to attend school regularly the parent/carer can be held accountable and be prosecuted as per legislation set out under the Education act 1996.

The two offences are:

- Section 444(1) Education Act 1996 - a fine of up to £1,000.
- Section 444(1A) Education Act 1996 - a fine of up to £2500 and the court can also sentence them to up to 3 months imprisonment.

The Local Authority can also issue sanctions for general absence and leave of absence by issuing a Fixed Penalty Notice (fine).

GUIDANCE FOR STAFF

REGISTERS, PUNCTUALITY AND SIGNING IN

AM and PM Registration

Morning registration is at 8:35am and afternoon registration is at the beginning of Period 5 at 1.20pm. Pupils should be marked late if they arrive after the register has been completed.

Pupils who arrive after 8:35 am or 1:20pm, for any reason, must report to the Attendance Office to explain why they are late and then attend the remainder of Form or Period 5.

Registers should be completed on SIMS by marking “/” for present, “L” for late and “N” if no reason has yet been provided for absence.

Register information is available to collect each day from the staffroom and should be returned to the staffroom immediately following registration i.e. 8:50am (unless going to assembly) or at the earliest opportunity.

If staff are unable to log on for any reason, there will be a form list which should be completed manually and returned to the Attendance Office by the end of registration.

Guidance for Lesson Registration

Lesson registers must be taken in all lessons via SIMS. When taking lesson registers, please inform Pupil Welfare Manager / Attendance & Admissions Officer of any pupils who are absent but you suspect are in school. This should be reported as soon as the register is complete on SIMS and through the ClassCharts app: Attendance Notification – Absent From Lesson. Pupils may give some context to unexplained absences but these must still be reported as explained above.

Periodically, spot checks will take place to monitor unauthorised absences via lesson monitor.

Punctuality

A pupil who is not at their form room at 8.35am or 1.20pm is either absent or late.

If a pupil arrives after the register has been taken, this will be regarded as late and the Form Tutor/ Class Teacher will indicate this late arrival by marking “L”. The form tutor should let the pupil know that they have been marked in the register as late and note the number of minutes late on the register.

A pupil who arrives to form or the class room before the start of a lesson will be rewarded with ‘Punctuality Points’ which can be used towards earning ‘Punctuality Privileges’.

Pupils punctuality will be monitored by the Attendance Team. When patterns of lateness begin, a phone call will be made to parents/carers and a letter explaining the impact of lateness will be sent home.

Poor punctuality will be considered when authorising trips and visits and persistent lateness will also prevent pupils from qualifying for 100% attendance awards. Persistent lateness has a large impact on progress in the classroom e.g. 10mins late per lesson equates to a whole lessons worth of learning being lost each day.

Unexplained Absence

When a pupil is absent and no reason has been provided, a text message will be made following the close of the register to determine the reason for absence. Pastoral Support Leaders will also follow up any daily unexplained absences by calling home to ascertain the reason why your child is not in school.

Where a pupil has been absent for 2 days without a reason being provided by their parent or guardian, a home visit will be conducted by our Family Liaison Officer. Pupils who are persistently absent will receive a home visit after 1 day of unexplained absence.

GUIDANCE FOR PARENTS/CARERS

Absence

If your child is absent from school, please call the school reception providing the reason for their absence. If your child is absent for consecutive days, a new call needs to be made each morning to explain their absence. We will endeavour to provide support and this communication is key to us working in partnership to support your child.

As explained above, on the second day of absence, a home visit will be conducted if we have not heard from a parent or guardian with an explanation of why their child is not in school. This is solely to safeguard the child and to provide support where necessary.

Notes / Medical Appointments

Please avoid booking medical appointments during school hours (after school only). If essential/urgent, pupils must attend school before &/or after. Parents or guardians should bring in evidence & inform the school as soon as possible.

Notes must be provided if a pupil has a reason for absence or for a medical appointment. These should be taken to the Attendance Office for their records.

When leaving the school site for a medical appointment, pupils must sign out at the Attendance Office so that records of attendance are accurate.

Holidays

In the past we have considered requests for holidays in term time if a pupil's attendance and behaviour has been outstanding. However, regulations introduced by the Government in August 2024 make it clear that schools must now consider a fine when a child misses ten or more sessions (five days) due to unauthorised absences – and that includes term-time holidays without the school's permission.

Above 97%: Less than 6 days absence a year – Less than 30 Hours of Learning Lost

Excellent attendance! These young people will almost certainly achieve the best progress grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future. An Excellent School Reference is a great possibility.

95%: 9 days absence a year – 50 Hours of Learning Lost

These pupils are less likely to achieve their target grades and will start to find it difficult to maintain a habit of attending school regularly. Pupils who take a 2-week holiday during term time every year can only achieve 95% attendance.

90%: 20 days absence a year – 95 Hours of Learning Lost

The Government classes pupils in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work and achieve their target grades. Parents/Carers of young people in this group could also face the possibility of legal action being taken by Dudley Council, including the issuing of Penalty Notices and Fines.

Authorised Absences

If a pupil is on a school trip, being educated off-site full or part-time or is away from school for any other valid reason, this information must also be passed to the Pupil Welfare Manager in the Attendance Office to prevent calls being made to the pupils’ parents or carers.

MONITORING ATTENDANCE

Sharing Absence data with pupils

Each half term individual pupil attendance will be shared with pupils via, the form an ‘Attendance Ladder’. This will open discussions with Form Tutors / Pupil Welfare Manager / Attendance & Admissions Officer and Heads of Year regarding attendance that is not meeting expectations.

A plan of action will then be agreed to improve attendance.

Attendance Ladder Information

ATTENDANCE SUPPORT

“Success is earned one day at a time. Start by showing up.”



BELIEVE • ACHIEVE • INSPIRE

The Wordsley School • Brierley Hill Road • Wordsley • Near Stourbridge • DY8 5SP
(01384) 816015 • info@wordsley.dudley.sch.uk
Headteacher: Mr A Weatherhogg

Attendance and Absence Flow Chart



We aim to support all pupils and their families towards achieving excellent attendance and if a child's attendance begins to fall they will be supported at different stages of our 'Attendance and Absence Flow Chart'; beginning with the child's Form Tutor at Stage 1.

If a child's attendance continues to fall they will further be supported by their Head of Year, Family Liaison Officer, and Attendance Champion through attendance support plans, meetings and external agencies. It is important that all parties involved adhere to these plans to help improve the attendance of the child.

A child's attendance below 90% (20 days lost learning) is classified by the Government as a Persistent Absentee and will prompt a Stage 5 intervention. Although we aim to avoid this, if there is non-engagement from parents or guardians to help their child to attend school, the matter will be supported by the Local Authority and fixed penalty notices/fines may be issued.

ATTENDANCE STRATEGY – OVERVIEW

DAILY REGISTRATION 8.35am – 9.05am

PUPIL WELFARE MANAGER

Follow-up previous unauthorised absence - throughout the day
Make call / Text B or Letter UAb1

First day absence phone calls.
Priority:
Attendance Concern List
(Below 91% / History of poor attendance)
Attendance Monitoring List
(Below 95% 2 or more absences)

Update Attendance Monitoring List

Pupils 2 or more periods of absence Sept to Oct half-term
Attendance below 95%
Letter Ab1 sent to parents/carers

ATTENDANCE & ADMISSIONS OFFICER

Register check 9.05 - 9.30am.

Text message to parents/carers of all pupils absent who have not contacted school. Text A.

Consider request for holiday leave against established criteria.

Inform parents that holiday leave authorised due to exceptional circumstances – only following consultation with Headteacher
Inform parents that request rejected for holiday leave, Letter LOA1
LOA suspect

HALF TERMLY

Attendance Review

A Pupil Welfare Manager / Attendance & Admissions Officer

Review Attendance Monitoring Pupils.

Identify pupils with no improvement.

Letter AH1 to parents/carers.

Identify pupils with improved attendance.

Letter IM sent to parents/carers.

B Pupil Welfare Manager / Attendance & Admissions Officer / Head of House

Identify pupils to move up from “Attendance Monitoring” to “Attendance Concern”.

Letter ‘Early Help’ to parents/carers.

Stage 1 letter

Stage 2 Letter

Stage 3 Letter

Stage 3a letter

Review existing stage of intervention and move as appropriate.

(Refer to Attendance Support Plan). Letter ‘Final Letter’ sent to parents prior to referral to Education Investigation Service.

Outcomes from Attendance Review sent to Form Tutor / Heads of House – Attendance & Admissions Officer
Form Tutors to again reinforce our attendance expectations.

TEXT MESSAGE A

<Firstname> does not appear to be in school this morning. Please provide a reason for absence as a matter of urgency. Many thanks for your support. The Wordsley School

UAb1

Date

Dear

We have sent at least two text messages with regard <firstname>'s absence from school on _____.

We have a legal responsibility to follow-up all absences and we would really appreciate your support through providing a reason for <firstname>'s absence from school on the days detailed. It may well be that you were unaware of the absence and therefore it is especially important that we follow-up this matter.

Please either leave a message with our Reception staff or request to speak to Pupil Welfare Manager or Attendance & Admissions Officer. It maybe that your contact details have changed recently and you did not receive the text message. If this is the case, please inform the staff when you contact school.

Please be aware that unauthorised absences can result in parental fines, which we are very keen to avoid.

Many thanks in anticipation of your support.

Yours sincerely

TEXT MESSAGE B

<Firstname> was absent from school on _____. Please call or text giving the reason for this absence. Many thanks for your support. The Wordsley School.

LOA1

Date

Parental Salutation
Address

Dear Parental Salutation

Re: Pupil's Name Date of Birth:

Thank you for your leave of absence request on the <date> advising the school that pupil's name will be on holiday between xxx and xxx.

On this occasion I am not able to authorise pupil's name leave of absence from <date> to <date> as I do not consider the reason for absence is as an exceptional circumstance.

Our priority is to ensure that our pupils reach their full potential, are as successful as possible and gain maximum benefits from their education. This requires regular attendance at school.

If you decide to go ahead with your proposed leave during term time, <name of pupil>'s absences will be marked as unauthorised. Unauthorised absences may be referred to the School Attendance and Education Support Services who, in line with the National Framework for Penalty Notices, may issue a Penalty Notice and/or prosecute you under S444 of the Education Act 1996.

Further information about the National Framework for Penalty notices including details of the penalty notice amounts and escalation process in cases of repeat offences can be found online by searching 'The Education Hub – Fine for parents for taking children out of School: What you need to know.

Please be aware that if your child is absent from school for 20 school days or more, in certain circumstances consideration will be given under the Education (Pupil Registration) Regulations 2024 Act to removing your child/ren from our school roll.

Unless any further or additional information is provided by you, please consider my decision as final.

Your Sincerely



Mr A Weatherhogg
Headteacher

LOA Suspect

Date

Parental Salutation
Address

Dear Parental Salutation

Re: Pupil Name Date of Birth:

The Wordsley School Attendance Policy states that a Leave of Absence request must be made 20 days in advance of the leave to allow the Headteacher time to consider the request. We have grounds to suspect that your child has been absent from school due to an unauthorised Leave of Absence but no request was submitted.

Your child will be coded in the register as an unauthorised Leave of Absence unless supporting medical evidence is provided. Unauthorised absences may be referred to the School Attendance and Education Support Services who, in line with the National Framework for Penalty Notices, may issue a Penalty Notice and/or prosecute you under S444 of the Education Act 1996.

Further information about the National Framework for Penalty notices including details of the penalty notice amounts and escalation process in cases of repeat offences can be found online by searching 'The Education Hub – Fine for parents for taking children out of School: What you need to know.

Please be aware that if your child is absent from school for 20 school days or more, in certain circumstances consideration will be given under the Education (Pupil Registration) Regulations 2024 Act to removing your child/ren from our school roll.

Unless any further or additional information is provided by you, please consider my decision as final.

Your Sincerely



Mr A Weatherhogg
Headteacher

STAGE 1

date

Parent/Guardian of <forename> <surname>
<Address>

Dear ,parent salutation>

For Information and Initial Attendance Concern <forename and surname>

Since the 4th September 2024 <name>'s had <0> authorised and <10.5> unauthorised **days** absent this academic year. Therefore, your child's **attendance has fallen to <AE>%**.

If your child has particularly poor attendance, it is classed as persistent absentee. Attendance below 90% is classed as persistent absentee and this means your child is missing 19 or more days during the academic year. This is roughly equivalent to your child missing 1 day or more every 2 weeks, or approximately 6 days each term. It is helpful for you to think about your child's attendance in terms of days and make sure they are not missing too many days. Average attendance across the country is children missing no more than 10 days in the year.

We understand there may be reasons to why your child has been absent this includes but is not restricted to

- Taking term time leave of absence (we do not authorise any leave of absence during term time)
- Medical Appointments
- Genuine Illnesses
- Bereavement or other exceptional circumstances.

Should any of the above apply to you we do consider these and code your child's absence accordingly. As part of our policy and improving communication with parents we still aim to send this letter to everyone to ensure they are aware of the percentage level (and amount of days absence) their child is currently on.

At the Wordsley School, we take student's attendance very seriously and <name>'s absences is becoming a concern to her attendance falling below the school's and Governments expectations of 98%.

Should you require any support or wish to discuss this further please contact your child's year team in the first instance.

Kind Regards



Mr R Howse
Associate Assistant Head teacher - Attendance

STAGE 2

Date

Parent/Guardian of parent salutation
Address

Dear Parent Salutaion

General Attendance Concern

I am the Education Welfare Officer at The Wordsley School and I have been monitoring << forename>>'s attendance, since our last sporadic letter was sent to you we have noticed that their attendance has continued to decline. <<forname>>'s attendance is <<percentage_attendance%>> which equates to <<total_authorized_absences>> and <<total_unauthorised_absences>>.

This is significantly below The Wordsley School's expectations of 98% and is a cause for concern. Due to this, <<forname>>'s next absence will trigger a meeting with the Attendance Manager and Family Liaison Officer. I understand some of their absences are for reasons of illness that cannot be helped. Should you require any support or if there are other issues preventing <<forname>> from attending then please call the year team or myself to discuss this.

If your child has a particularly poor attendance, it is classed as persistent absentee. Attendance below 90% is classed as persistent absentee and this means your child is missing 19 or more days during the academic year. This is roughly equivalent to your child missing 1 day or more every 2 weeks, or approximately 6 days each term. It is helpful for you to think about your child's absence in terms of days and make sure they are not missing too many days. Average attendance across the country is children missing no more than 10 days in the year.

Once a child has reached 38 sessions (1 session is half a day. So 38 sessions is 19 days), they will be classified as persistently absent from school, and we will report them to the Local Authority, and follow Legal intervention.

As part of the process for those students who have declining attendance, we make referrals into the Attendance and Prosecution services (where the Local Authority may consider taking legal action against you under Section 444 of the Education Act 1996), this course of action can be avoided with your co-operation. We now ask any further absences of illness for <<forname>> is covered by medical evidence. If this cannot be given, then all absences will be unauthorised. Should there be any concerns over this please can you contact the year team.

In the meantime, please continue to encourage <<forename>> to attend school and if you would like to discuss this further, please do not hesitate to contact either myself Or <<forenames..>>'s year team on the number shown below.

Yours sincerely,



Mr R Howse
Associate Assistant Head teacher - Attendance

IM

Date

<Firstname> <Surname>
<AddressBlock>

Dear Parent

I wrote to you previously expressing our concern with regards <firstname>'s attendance which had fallen below our minimum expectation of 98%.

Since sharing our concern we are delighted that <firstname>'s attendance has improved. Well done.

The next challenge is to sustain this improvement for the rest of the academic year and aim to achieve <his/her> Bronze attendance award. Excellent attendance has many benefits including:

- Increase the chances of pupils being able to participate in school trips and non-uniform days.
- Significantly increasing the chances of pupils achieving their GCSE target grades.
- Helping to ensure that a pupil's School Reference is as positive as possible.

Many thanks for your continued support.

Yours sincerely

Early Help

Name of parent or carers if living at same address>
<Address to post letter to including post code>

Date

Dear <name of parents or carers>

Re: <Name of child and DOB>

We have previously contacted you regarding our concerns regarding <name of child> attendance, which is currently ?%.

Whilst any child may be absent from school due to illness, we recognise that sometimes they can be reluctant to attend school for a variety of reasons. School can offer support in various ways including making a referral to school nurse or via an Early Help Assessment.

School wishes to support you in improving <name of child> attendance and therefore an Early Help Assessment is recommended to identify your child's and/or your family needs and how best to meet them. The process is entirely voluntary – you choose what information you wish to share and we can only make referrals to other services with your consent. We can arrange to carry out an assessment with you.

Dudley School Nurse Service can offer support to the child or young person with their emotional health and wellbeing, long term health conditions or disabilities such as asthma, diabetes or epilepsy and work with schools to address alcohol, smoking or drug concerns.

Please contact school by <date> to arrange a meeting or discuss any queries you may have about Early Help or the School Nurse Service. If we do not hear from you, we will assume that you do not wish to take up the offer. However, please do contact school at any time in the future should you change your mind.

Yours Sincerely

STAGE 3

Date

Parent/Guardian of parent salutation
Address

Dear Parent Salutaion

Poor Attendance Concern – FLO ATTENDANCE CONCERN MEETING

I sent you a sporadic attendance letter regarding <<chosen_forename>>'s attendance declining which required improvement. Since then <<chosen_forename's>>'s attendance has been monitored and his/her current attendance has now fallen to <<percentage_attendance>> due to being absent on <<periods_of_absence>> occasions since September 2024 (Please be aware 2 absences is equal to 1 day). This is significantly below the school's and Governments expectations of 98% and is now a serious cause for concern which requires urgent attention and improvement.

Therefore, I am inviting you to attend a meeting at The Wordsley School on _____ 2024 at _____ am/pm. If this is not convenient for you, please contact me as soon as possible to rearrange.

The purpose of this meeting is to discuss this matter further with myself and <<chosen_forename>>'s year team, in order to support <<chosen_forname>> with improving his/her attendance and education. Absence and underachievement can have a detrimental impact on social development, especially where pupils are not able to participate fully in the school community.

Also, I have to point out that you are legally responsible for ensuring that your son/daughter attends school ever day. (for further information go to the website: WTTISA parent's responsibilities), so please continue to encourage <<chosen_forename>> to improve his/her attendance further by attending school daily.

Failure to ensure <<chosen_forname>>'s attendance continues to improve at school (e.g. further absences occur) could result in a referral to the Attendance and Prosecution Service. An attendance and Prosecution Officer who works on behalf of the Local Authority may consider taking legal action against you under section 444 of the Education Act 1996.

However, this course of action can be avoided with your co-operation.

For the meeting, please supply us with medical evidence to explain <<chosen_fornames>>'s absences to date.

Yours sincerely,



Mr R Howse
Associate Assistant Head teacher – Attendance

Mrs H Elwell
Family Liaison Officer

We will now be referring <Child's Name> via MARF (Multi Agency Referral Form) under the category "Educational Neglect" and also contacting the Inclusive Pathways Team.

We would still like to work with you and <Childs Name>. Please contact us as a matter of urgency to complete an Attendance Support Plan.

If we do not hear from you within 7 days we will be referring <Childs Name> to Education Support Services who may issue a warning notice, fine or instigate legal proceedings.

Yours sincerely

Mr A Weatherhogg
Headteacher

Final Letter

Name of parent or carers if living at same address>
<Address to post letter to including post code>

Date

Dear <name of parents or carers>

Re: <Name of child and DOB>

We are writing to advise you that your child's attendance has not significantly improved as previously requested.

Following unsuccessful attempts to work with you to improve the attendance of your child, we regretfully have no choice but to refer the case to the Education Support Service who have the authority to issue a Fixed Penalty Notice of up to £160 per parent, per child or pursue legal action through the courts under Section 444(1)(a) Education Act 1996.

Yours Sincerely

Attendance Support Plan

S E C T I O N 1	PUPIL DETAILS	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
S E C T I O N 2	ATTENDANCE SUPPORT MEETING	
	Date of meeting:	
	Attendees:	Role:
S E C T I O N 3	ATTENDANCE ANALYSIS & PATTERNS	
	<i>For example: current attendance %, identified patterns, lateness, summary of reasons for absence & explanations</i>	
PUPIL ATTENDANCE TARGETS/EXPECTED OUTCOMES OF THE PLAN		

S E C T I O N 4	<p><i>For example: no unauthorised absence in following 2-weeks, to increase attendance to 90% by the end of term, to arrive on time every day</i></p>
	<p>What is the target for the end of term / next half term to be achieved? What do we want the plan to achieve?</p>
	<p>What are the smaller, more measurable, achievable, realistic steps that need to be taken in the next 2 weeks, to show progress towards the longer-term target?</p>
S E C T I O N 5	<p>ATTENDANCE PUSH FACTORS – influences that push the pupil towards attending</p>
	<p><i>Strengths & interests the plan could use to engage the pupil, for example: positive relationships in school (staff and pupils), subject strengths, specific positive behaviours shown, rewards & praise received, extra-curricular participation, engagement with other support agencies. What is working well?</i></p>
S E C T I O N	<p>ATTENDANCE PULL FACTORS – influences that pull the pupil away from attending</p>
	<p><i>Identify areas of difficulty that may prevent good attendance, for example: travel or housing issues, morning routine conflicts, subject specific barriers, young carer responsibilities, bereavement, bullying or friendship issues, language barriers, recurring illness or injury, SEN, anxiety, EBSNA, diet, exclusions/behaviour. When the pupil isn't in school what are they doing?</i></p>

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GROUP MIND MAP – Who or what could help?

Share ideas about the staff, family, friends, services or organisations who could provide the support needed
Everyone should contribute. *Who could help? School nurses, Connexions, Hear4Youth, parenting classes, KOOTH, Young Minds, What centre, GP, CAMHS SPA, family members, support with transport. What could help? Key adult, counselling, better sleep routine, breakfast club, key lessons, time out card, EPS resources, school transfer or managed move.*



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EARLY HELP, PARENTING SUPPORT & FAMILY GROUP CONFERENCE DISCUSSION

Fully explain how an Early Help Assessment could support the family. If Early Help is declined, detail a full explanation why. Does an EH enabler need to be involved? Would a Family Group Conference be a suitable alternative to a full EHA? Would parenting support classes/workshops help? Record the parent/s and pupil's thoughts and responses.

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AGREED SCHOOL ACTIONS

For example: referrals to be made, adjustments to the curriculum or classes, phased return plan or temporary part-time attendance, identification of a key adult or mentor, nurture friendships, supporting participation in extra-curricular groups, careers advice, Inclusive Pathways, implementation of EBSNA strategies, implementation of rewards etc.

Staff signature/s:

AGREED PARENT ACTIONS

For example: morning & bedtime routines, limiting technology (When? How?), booking Dr's appointments, seeking support from SENDIASS, implementation of rewards & sanctions (What will they be?), communicating with the school in line with attendance policy, consenting to referrals etc.

Parent signature/s:

AGREED OTHER PROFESSIONAL ACTIONS i.e Social Worker, FSW, YOS

For example: Weekly morning home visits, establish routines and boundaries, supporting parent to contact services/agencies, onward referrals to specific services, explore interests, and ideas for hobbies outside the home.

Professional signature/s:

AGREED PUPIL ACTIONS

For example: morning and bedtime routines, screen time, engagement with other agencies, work with school nurse/SENCo/counsellor/FSW/Connexions etc, participation in extra-curricular activities, speak to an identified member of staff with concerns, complete homework, attend in correct uniform etc.

	Pupil signature:	
S E C T I O N 1 0	IMPLEMENTATION & REVIEW	
	Start date:	Review date:

Attendance Support Plan Review

S E C T I O N 1	PUPIL DETAILS	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
S E C T I O N 2	ATTENDANCE SUPPORT REVIEW MEETING	
	Date of meeting:	
	Attendees:	Role:

CURRENT SITUATION, PROGRESS TOWARDS AGREED ACTIONS & OUTCOMES OF THE PLAN

For example: Improved attendance % both at school and in lessons, reduced anxiety, improved punctuality, accessing safe space, support accessed, friendships, emotional and behavioural response to school setting, worries. Ensure you refer back to the ASP when completing this section.

Progress made towards the End of Term / Half Term Target

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Progress made towards the smaller, more measurable, achievable, realistic steps

	<p>Actions completed and impact</p>
	<p>What is not working and why</p>
<p>S E C T I O N 4</p>	<p>AGREED ACTIONS NOT STARTED OR NOT COMPLETED AND WHY</p>
	<p><i>For example: direct work not completed, no mentor assigned, staff absence, parent illness, pupil absence, waiting list - refer back to agreed actions on ASP, what actions have not been completed and why.</i></p>
<p>S E C T</p>	<p>NEXT STEPS</p>
	<p><i>For example: exit process and monitor attendance, a further review is required, formulate new support plan with new agreed actions, signpost onto further services, request statutory assessment, consider legal intervention.</i></p>

I O N 5		
S E C T I O N 6	Pupil Signature:	
	School Signature:	
	Parent / Carer Signature:	
	Professionals Signature:	
S E C T I O N 7	NEXT MEETING DATE (For further review or to write a new ASP)	
	Date:	

This policy adheres to the principles under Data Protection Law.
For further information, please review the school's data protection policy published on the school's website.