

Gloucestershire County Council

Attendance Improvement Meetings

- **Good practice guidance**
- **Guidance Notes for Completing Attendance Improvement Meeting Templates**
- **AIM Meeting Template**
- **AIM Review Meeting Template**

September 2017

1. Attendance Improvement Meetings (AIM) - Good Practice Guidance September 2017

What's the first step?

Before inviting parents to an Attendance Improvement Meeting (AIM), the school will have warned in writing of the risk of prosecution. The reason(s) for absence will have been explored by the school through formal or informal meetings possibly including off-site visits. The school will have also explored and tried a range of strategies to improve attendance.

Who should be there?

The AIM should be attended by parent(s)/carer(s), the student (where appropriate), and sometimes, where appropriate, agencies working with the family (e.g. Social worker, CYPS). It is a good idea to have two members of school staff present – usually the person who has been working with the family and a member of the Senior Leadership Team. This is so that any decisions regarding altered timetables or curriculum, for example, can be made at the time.

How should they be invited?

Parents should be invited to the AIM by letter. Arrangements might be made verbally to find a time that suits everyone – but once agreed, details should be confirmed in writing. The invitation to the meeting must make it clear that the meeting will go ahead even if the parents do not attend; unless the school is contacted and a new meeting time is agreed. A copy of the AIM plan should be sent to the parents if they do not attend the meeting. **These letters and plans can be exhibited in court.**

What's the purpose of the meeting?

The focus of the meeting should be on how to improve attendance and prevent legal proceedings being initiated. It is useful to focus on what has worked well or had a positive influence. This is an opportunity for everyone to share ideas about anything else that might help, including any new strategies or interventions that may be worth trying. At the end of the meeting, everyone will have a clear plan of the way forward.

How do we set an attendance target?

Set a realistic target for the period of attendance between the AIM and the review meeting – this helps the student feel that it's achievable. The target is up to you and may vary according to circumstances – some schools simply set a target of 'no further unauthorised absence'.

When should we review it?

We suggest a 4 week review period. This will allow you to monitor the impact of any new interventions or strategies that have been tried during the AIM process.

Things to consider

It helps us if the template is typed or clearly written, and the names and roles of people who attended are written in full. If parents don't attend, hold the meeting in their absence and complete your own ideas of what might help improve attendance. Send a copy of the plan to parents with a letter and include a date to review the plan.

REMEMBER: The purpose of this meeting is to detail a plan that will help the student improve their attendance and avoid legal proceedings being initiated against parent(s)/carer(s). It will however, be exhibited in any legal proceedings that may take place should the matter be referred to the local authority and proceed to prosecution.

2. Guidance Notes for Completing Attendance Improvement Meeting Template

Reason(s) for absence given by parent(s)/carer(s) or young person:

In this section indicate reasons previously provided or provided at this meeting to explain absence.

Please tick and date any of the following that have been previously offered and/or completed:

This will give a picture of what has already been tried and can facilitate a discussion on the positive outcomes and what may be worth exploring further.

Young Person agrees to:

If the young person does not attend or is considered too young to make agreements with regard to their attendance, leave this section blank. Ideally, this section should include agreed actions made with the pupil and include the “voice of the pupil”.

Parent(s)/Carers(s) agree(s) to:

In this section list specific points that the parent(s)/carer(s) agree to, to try and improve the young person’s attendance. For example:

- To obtain a medical appointment with a GP to discuss any illness.
- To seek a referral to a consultant via the GP.
- To co-operate with outside agencies such as Families First, Youth Support Team, CYPS, Educational Psychology Services.
- To ensure the young person goes to bed at a reasonable time.
- To ensure the young person gets up and is ready for school at a reasonable time.
- To communicate regularly with the school over any reasons preventing the young person from attending school, etc.

School agrees to:

In this section list specific points that the school agrees to undertake to support the young person and family in order to secure improved attendance. For example:

- To make a referral to Families First
- To initiate the Graduated Pathway where appropriate
- To review the academic support provided for the young person
- To consider where appropriate a reduced time-table for a specific period
- To provide access to a school counsellor
- To provide a peer mentor
- To investigate allegations of bullying
- To communicate regularly with parent(s)/carer(s)
- To initiate a vocational subject-based timetable
- To make a referral to the school nurse
- To liaise with Gloucestershire Hospital Education Service
- To consult with the Advisory Teaching Service
- To provide a Pastoral Support Plan
- To investigate the possibility of a Managed Move particularly if permanent exclusion is likely
- To seek advice from an Alternative Provision Provider to secure advice to support the young person
- To provide assistance to the young person to help catch up with missed work, etc.

NOTE: Microsoft Word format version of the below template can be found on the attendance webpage for you to download: <http://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/>

Plan to Improve Attendance This should detail any new intervention that either school, parent or pupil feel would be beneficial.	
Student/Pupil agrees to: See guidance notes	
Parent(s)/Carers(s) agrees to: See guidance notes	
School agrees to: See guidance notes	
Please give details of any other agencies currently involved and the work they are undertaking	

Agreed Attendance target for the next 4 school weeks % *

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Review Date

*NB This can be a target of no unauthorised absence during the review period.

As Parent /Carer of I understand that failure to meet these targets may result in legal proceedings taken against me.

Signed:

Parent **Parent**

Date:

Pupil **School** **Other**

Date:

For use if parent(s)/carer(s) do not attend

Date plan posted to parent(s)/carer(s):

(This should be within one day of plan being drawn up)

Signed: **Date:**

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Education Performance & Inclusion

Education Act 1996 and Anti Social Behaviour Act 2003

Attendance Improvement Meeting – Review

Name of School: _____

To be completed as a contemporaneous record of the meeting and a copy given to all attendees at the close of the meeting. If parent(s)/carer(s) do not attend a copy of this record should be sent to them by post.

Name:	Year:	D.O.B.
Date of Review:		
Present:		
Initial AIM Date :	Current attendance	%
Sessions of absence since AIM meeting:		
Authorised		Unauthorised
<p>Have all the agreed actions from the AIM been met by all parties?</p> <p>Provide details:</p>		

Action

(please tick appropriate box below)

Targets met – No further action	
or	
Improvement but targets not met – plan to continue – Review	
or	
Targets not met – Request for legal action to Education Performance & Inclusion team	

Review Date:

As Parent /Carer of I understand that failure to meet these targets may result in legal proceedings taken against me.

Signed:

Parent **Parent**.....

Date:

Pupil **School** **Other**

Date:

For use if parent(s)/carer(s) do not attend

Date plan posted to parent(s)/carer(s):

Signed: **Date:**