

Education Performance and Inclusion

Education Act 1996 and Anti Social Behaviour Act 2003

Attendance Improvement Meeting

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 Plan Drawn Up:	Where AIM is held :	
Present:		
Current Attendance % sessions absence authorised sessions absence unauthorised		
Background information provided by school		
Reasons for absence given by parent/carers, student/ pupil		
Please tick and date any of the following that have been previously offered/completed		
<input type="checkbox"/> Pre arranged home visit to discuss how to improve attendance <input type="checkbox"/> Referral to other agencies (please state) <input type="checkbox"/> Communication with tutor, head of year, head of house , attendance officer, other, to discuss attendance concerns, e.g. telephone call, e-mails, letters, meetings <input type="checkbox"/> Alternative Curriculum <input type="checkbox"/> Reduced timetable Any other relevant intervention offered (please detail):	Date	

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: