

Education Inclusion Service

Education Act 1996 and Anti-Social Behaviour Act 2003

Attendance Improvement Meeting

This process is the beginning of the legal intervention process. As such, the school must have informed the parent(s) of the pupil of the potential legal prosecution if they fail to meet these targets. The notification must have been sent in writing when inviting parents to attend this meeting.

Should the pupil be an appropriate age to agree to the attendance plan but does not attend the meeting, the meeting should not go ahead. For further information, please visit the GCC Schoolsnet Attendance Training page: <https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/training-and-support/>

School	
Name	
Locality	
Headteacher	
School's contact name	
School contact's email	

Pupil				
Name				
DOB				
Gender				
NCY	CiC	CPP	SEN	Traveller
	Yes / No	Yes / No	Yes / No	Yes / No
Current attendance	%	Unauthorised		%

Primary Parent	
Name	
Address	
Telephone number	
Email	
Relationship to pupil	
Child resides with parent	Yes / No

Parent	
Name	
Address	
Telephone number	
Email	
Relationship to pupil	
Child resides with parent	Yes / No

Attendance Improvement Meeting	
Date	
Location	
Present	

Background information provided by school:

Reasons for absence given by parents(s)/carer(s):

Reasons for absence given by pupil:

Evidence of support school has taken to improve attendance:

Support	Date
<ul style="list-style-type: none"> <input type="checkbox"/> Pre-arranged home visit to discuss how to improve attendance <input type="checkbox"/> Following the Graduated Pathway e.g. My Plan/My Plan+ <input type="checkbox"/> Referral to other agencies (please state) <input type="checkbox"/> Communication between school staff and parent(s)/carer(s) to discuss attendance concerns: e.g. telephone call, e-mails, letters, meetings <input type="checkbox"/> Reviewing the academic support provided for the pupil <input type="checkbox"/> Considered, where appropriate, a reduced timetable for a specific period <input type="checkbox"/> Provided access to a school counsellor <input type="checkbox"/> Provided a peer mentor <input type="checkbox"/> Investigated allegations of bullying <input type="checkbox"/> Initiated a vocational subject-based timetable <input type="checkbox"/> Any other relevant intervention offered (please detail): 	
<p>Other agencies involved with supporting attendance, the pupil and/or the family</p>	

Plan to improve attendance

This should detail any new intervention that either school, parent or pupil feel would be beneficial

Pupil agrees to:	
Parent(s)/Carer(s) agree(s) to:	
School agrees to:	

Agreed Attendance Target

For the next four school weeks, the attendance target will be:

e.g., no unauthorised absences / weekly attendance sessions/days etc.

Review Date:

As parent/carer of _____, I understand that failure to meet these targets may result in legal proceedings taken against me.

Parent/Carer's signature:

Name:

Date:

Parent/Carer's signature:

Name:

Date:

Pupil's signature:

Name:

Date:

For use if parent(s)/carer(s) do not attend but pupil of appropriate age DID attend

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

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

Signed:

Name:

Date:

Education Inclusion Service

Education Act 1996 and Anti-Social Behaviour Act 2003

Attendance Improvement Meeting Review

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School	
Name	
Locality	
Headteacher	
School's contact name	
School contact's email	

Pupil				
Name				
DOB				
Gender				
NCY	CiC	CPP	SEN	Traveller
	Yes / No	Yes / No	Yes / No	Yes / No
Current attendance	%	Unauthorised		%

Primary Parent	
Name	
Address	
Telephone number	
Email	
Relationship to pupil	
Child resides with parent	Yes / No

Parent	
Name	
Address	
Telephone number	
Email	
Relationship to pupil	
Child resides with parent	Yes / No

Attendance Improvement Meeting Review	
Date	
Location	
Present	

Initial AIM Meeting date	
Absences since last AIM	

Have all the agreed actions from the AIM been met by all parties? Provide details:

Outcomes to improve attendance agreed at previous meeting		Progress
Pupil agrees to:		
Parent(s)/carer(s) agree(s) to:		
School agrees to:		
Next steps to improve attendance:		
Pupil agrees to:		
Parent(s)/carer(s) agree(s) to:		
School agrees to:		

Action (please indicate below)

Targets met – No further action	
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or

Improvement but targets not met – plan to continue – Review	
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or

Targets not met – Referral to Education Inclusion Service	
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Review Date:

As parent/carer of _____, I understand that failure to meet these targets may result in legal proceedings taken against me.

Parent/Carer's signature:

Name:
Date:

Parent/Carer's signature:
Name:
Date:

Pupil's signature:
Name:
Date:

For use if parent(s)/carer(s) do not attend but pupil of appropriate age DID attend

Date plan posted to parent(s)/carer(s):
(This should be within one day of plan being drawn up)

Signed:
Name:
Date: