

# Academy Name

## Attendance Action Plan

### Child Details

Child Name		DOB		Year Group	
Child Address		Attendance %		Date of meeting	

### Parent/Carer 1 Details

Parent Name		DOB		Relationship to Child	
Contact Number		Email		Parental Responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address					

### Parent/Carer 2 Details

Parent Name		DOB		Relationship to Child	
Contact Number		Email		Parental Responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address					

### Academy Details

Staff Name 1		Role		Contact number	
Staff Name 2		Role		Contact number	

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#### Support/Interventions to date

Give details of any support/interventions that have already been offered to encourage better attendance.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
What has worked well/not so well?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

#### Parent/Carer's Views

What are the reasons for your child's absences from school?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
Is there any support that you require in order to secure your child's regular and punctual attendance?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

#### Child's Views (if applicable)

What are the reasons for your absences from school?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
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	<ul style="list-style-type: none"> <li>•</li> </ul>
Is there any support that you need in order to attend school more regularly?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

Parent/Carer Actions: I agree to ...		
What (action)	How	When

Child Actions (If appropriate): I agree to ...		
What (action)	How	When

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Academy Actions: The academy agrees to ...		
What (action)	How	When

This Attendance Action Plan is a formal written agreement between the Parent/Carer, Academy and Pupil (where applicable), intended to address irregular attendance intended to provide support.

The actions set out in this Attendance Action Plan will be reviewed. If the parent/carers fails to comply with the agreed actions the academy will notify the parent/carers that the plan has failed and another course of action pursued. Should the child continue to incur unauthorised absence, the academy may have no alternative but to refer the matter to the GLC Education Welfare Officer.

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#### Parent/Carer's consent

In accordance with Data Protection Legislation, we must inform you that by signing this form you are giving your consent to process the information we collect from you for the purposes of this contract and providing support.

I agree to the information about my family being shared for the purpose of this contract to ensure that we receive the support we need.

You have a right under Data Protection legislation to withdraw your consent at any time. Please note that withdrawal of consent may affect the support we are able to provide to you and your family. Should you wish to withdraw your consent, or if there are any other changes to your family circumstances, please contact the academy immediately.

Parent/carers 1 Name		Signed		Date	
Parent/Carer 2 Name		Signed		Date	
Child Name (if applicable)		Signed		Date	
Staff Name 1		Signed		Date	
Staff Name 2		Signed		Date	

Review date set for: .....

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## Attendance Action Plan

### Attendance Action Plan review

Date of Review:		Attendance %	
Attendees:			

### Parent/Carer Actions:

What (action)	Comments

### Child Actions (If appropriate):

What (action)	Comments

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Academy Actions:	
What (action)	Comments

Outcome of review meeting: