| **Pupil Attendance Support Meeting Reintegration - Secondary** |
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| This does not have to be a long process and all sections may not be relevant, they are there as a guide to ensure that any barriers to attendance are addressed |

| **Have with you:*** Copy of registration certificate
* reasons given for absence
* What is going well or not so well in school regarding academic as well as pastoral matters
* Copy of school Calendar
* Colour copy of ‘forecast tool’
 | **Pupil Name:** |  |
| --- | --- | --- |
| **Year Group:** |  |
| **Name of staff:** |  |

| **% Attendance:** | **Authorised sessions absent:** | **Unauthorised sessions absent:** | **Days lost to learning:**  |
| --- | --- | --- | --- |
|  |  |  |  |

| **Purpose** | **Main points of discussion** |
| --- | --- |
| **See the pupil on his/her return to school to show a genuine interest in their wellbeing and to ask how they are.*** Check that they are feeling sufficiently fit to be in school
* Explain what actions/events have taken place in their absence which have had an impact on their learning and to “bring them up to speed” with events in school
* Offer support if required for those pupils whose absence may be linked to personal/domestic problems and escalate if appropriate.
* If there is any suggestion of a school related absence, the causes of this must be discussed and solutions sought.
* This may be a lesson issue ,or
* friendship issue
* Relate absence percentage and time off to attainment. *See table below*
* Highlight any patterns of absence
 | Health:School work:Friends:Home:Interests:Future aspirations: |
| **Where there are ongoing/repeated absences a supportive plan should be made to support to pupil to attend school:** |

| **My Attendance Success Plan** |
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| To improve my attendance, I will commit to the following: |
| 1 |
| 2 |
| 3 |

| **Possible Strategies to REACH MY Attendance Goals** |
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| * I will make attending school and every class on time every day a priority.
 |
| I will maintain a bedtime routine and set my alarm for \_\_\_\_\_\_ am and leave by \_\_\_\_\_\_am |
| * If necessary, I will ask my parent(s), a relative or friend who can help me
 |
| * When I am struggling with a challenge that is keeping me from school, I will confide in an adult at school, friend or relative and seek help. The adults and friends that can help me are:
 |
| I will set a good bedtime routine by switching off social media and any games such as Xbox/PlayStation at \_\_\_\_\_\_pm |
| I will make sure all my books; school uniform is ready the night before school. |
| * If I cannot avoid missing school, I will contact my teachers to ask for materials and find out what I missed.
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| * Pupil Signature:
 |  | Date: |  | If someone from school had to phone home about any concerns, who would you like it to be? |
| --- | --- | --- | --- | --- |
| * Staff Signature:
 |  | Date: |  |  |