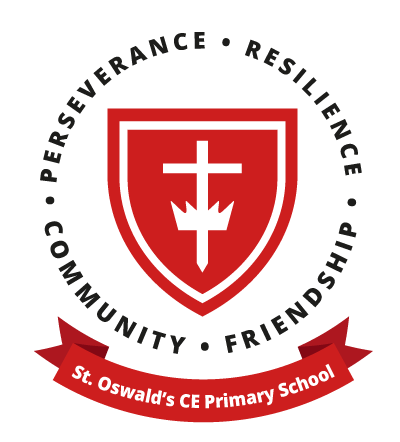
**Appendix 1 - School Attendance Support Plan**

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St. Oswald’s Church of England Primary School

10% or more of sessions missed

(Based on each pupil’s possible sessions)

|  |  |  |
| --- | --- | --- |
| **Date of meeting:** | | |
| **Pupil Name:** | | |
| **DOB:** | **School: St. Oswald’s CE Primary School** | **Year Group:** |
| **Address:** | | |
| **Overall Attendance %**  **Persistent Absence %** | **Authorised** | **Unauthorised** |

|  |  |
| --- | --- |
| **Details of Parents / Carers (including Absent Parent(s), Private Fostering Arrangement** (Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a ‘close relative’. This is a private arrangement made between a parent and a carer, for 28 days or more). | |
| **Forename:** | **Surname:** |
| **Relationship to child:** | |
| **Address:** | |
| **Contact No.:** | |
| **Present at meeting:** | |
| **Forename:** | **Surname:** |
| **Relationship to child:** | |
| **Address:** | |
| **Contact No.:** | |
| **Present at meeting:** | |
| **Discussion:** | |

**What is going well?**

|  |
| --- |
| **Views of Parent/Carer:** |
| **Views of the Child:** |
| **Views of the School:** |

**What are we worried about?**

|  |
| --- |
| **Views of Parent/Carer:** |
| **Views of the Child:** |
| **Views of the School:** |

**What needs to happen?**

|  |  |  |
| --- | --- | --- |
| **Action Plan** | | |
| **Action** | **By Whom** | **Date to be completed** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Date attendance will be reviewed:** |

**Appendix 2 - Attendance Panel Referral Form – this form can only be used if the child has over 15% unauthorised absence and who have had an attendance support plan put in place that has not resulted in improved attendance.**

|  |  |
| --- | --- |
| **School:**  **Phone No:**  **Name of Pupil:**  **M/F:**  **First Name:**  **Surname:**  **Address:**  **Post Code:**  **Name of Parent(s)/Carer(s):**  **Others with Parental Responsibility:**  **Has the child got more than 15% Unauthorised absence?**  **YES/NO**  **Is the pupil on an EHC Plan? YES/NO**  **Is pupil on SEN Register? YES/NO**  **If yes, enter Code:**  **IS THIS CHILD SUBJECT TO A PENALTY NOTICE? YES/NO**  **IF YES, THE CHILD CAN NOT BE REFERRED TO THE ATTENDANCE PANEL** | **DOB:**  **Contact Numbers:**  **Home:**  **Work:**  **Mobile:**  **Yr. & Tutor Group:**  **Ethnicity:**  **Parental Language/Literacy**  **Difficulty**    **Is the pupil a Child in Care? (LAC) YES/NO**    **Is the pupil eligible for Pupil Premium? YES/NO** |

|  |
| --- |
| **Reasons provided for absence (please attach a current attendance print out)** |

|  |
| --- |
| **Other agencies involved: e.g. Early Help, Children’s Social Care, Police, CAMHS, YOT, School Health - Any other relevant information** |

|  |
| --- |
| **Reason for referral – Please attach school support and attendance plan any other relevant information** |

**SIGNED:**

**DATE:**

**PRINT NAME:**

**STATUS:**

**Date received by School Support Services:**