Individual Attendance Plan

Please note: It is important to capture a full picture of support offered over time. Therefore, rather than deleting or editing historical entries, it is better to add subsequent interventions or updates to the plan along with the date that these were added. If the school has any other additional record keeping systems (such as an online safeguarding system), staff should ensure that the relevant details are recorded in both places.

A separate form to record review meetings can be copied and pasted as many times as needed.

Name of Pupil	
Year Group & Class	
Staff Supporting with Attendance Plan & roles	
Date plan was agreed	

Attendance History
(to include %'s, relevant codes, patterns & noted trends, historical patterns or information that may be relevant)

Current risk Factors/Barriers to Attendance

Academic Targets	Milestones	Date Achieved
Target 1	Make sure each target is measurable and SMART	
Target 2		
Target 3		

Strategies to be implemented by the school		
Details of the strategy (& the date commenced)	Purpose of the Strategy	Member of staff responsible
e.g. wake up calls for a fixed period	e.g. to establish an effective morning routine	e.g. HOS, Class Teacher or Admin

Expectations of the pupil		
Details of the expectations	How have we told the pupil?	Monitoring Arrangements (who & when)
e.g. Set alarm for 7am everyday	Discussion with class teacher or HOS	e.g. HOS or Admin

Expectations of the family		
Details of the expectations	How has this been agreed?	Monitoring Arrangements (who & when)
e.g. Parents to call the school by 8.45am to report any reason for absence	e.g. At a face to face attendance meeting	Admin

External support		
Details of agency/partner	Support Being Offered	Date Support Commenced
e.g. CSC	e.g. Early Help referral made as …….	

Record of Attendance review meeting	
Date of Review	
Persons Present	
Situation since last review	
Milestones achieved since last review	
Areas discussed	
Outcome of meeting	☐Continue with initial plan ☐Continue plan with new or additional strategies added ☐Escalate attendance plan to next stage
Date of next review	