

# Inclusion & Welfare Service Targeting Support Meetings Record



Name of Trust / School(s)

Date of Meeting

School Staff involved

Education Welfare Officer

Venue (virtual or face-to-face)

Targeting Support Meetings (TSM's) are designed for school staff and the Local Authority to meet and **'Work Together to Improve School Attendance'** (statutory guidance, the Department for Education, August 2024).

- Please ensure that you have appropriate staff involved in attendance at the meeting.
- Please complete the following information below which will form the basis of our discussion.
- Please complete separate audit checklists where multiple schools form a Trust and attach as an appendix to this form (as necessary).
- Please make sure that each school is identifiable.

**Red: Not in place**

**Amber: Partly in place**

**Green: Wholly in place**

Improving Overall Absence	R	A	G	Evidence
The Attendance Leader is a member of Senior Leadership Team				
Attendance is included in the School Development Plan				
The school Attendance Policy has been reviewed in the last 12 months				
Attendance data is analysed at least half- termly to identify any problems				
Attendance is discussed at every Governor's meeting				

Improving Overall Absence	R	A	G	Evidence
Attendance-related training is provided to all staff each year				
There is an effective whole-school approach to dealing with attendance issues				
The School Attendance Leader and/or Manager attends Borough Attendance Forums				
The school operates a system of first day contact for absenteeism				
Parents are written to as soon as attendance falls below 90%				
There is a clear escalation procedure for tackling attendance issues with a range of strategies available				
Attendance rewards are used to promote good and improved attendance/punctuality				
Assemblies are frequently used to promote good attendance				
Attendance information, in pupil friendly formats, is visible around the school				
Attendance figures and targets are published regularly for parents and students				
Any lateness to school is monitored and challenged				

Reducing Persistent / Severe Absenteeism	R	A	G	Evidence
The school regularly identifies students with below 90% attendance (Persistent Absentees)				

Reducing Persistent / Severe Absenteeism	R	A	G	Evidence
Reasons for individual student absence are recorded and all persistent absentees are known to SLT and Governors				
PA students have an individual Action Plan with targets to improve their attendance				
Severe absentees all have an individual plan to return them to education with the offer of appropriate support refusal to engage could be a sign educational neglect				
The school meets with parents to create plans to improve the attendance of persistent absentees				
Links between attendance and attainment are made and disseminated to students				
Students regularly receive feedback on their attendance rates				
The school works closely with the Inclusion & Welfare Service to improve attendance and reduce persistent absence				
Attendance data is broken down into vulnerable groups of students and analysed				
Any over-representation of vulnerable groups in absences is monitored and tackled				

Tackling Holidays in Term Time	R	A	G	Evidence
There is an up-to-date school attendance policy which discourages holidays in term time				
The school's holiday Policy is shared with parents through flyers or newsletters				
Holidays in term time are only authorised in very exceptional circumstances				

Tackling Holidays in Term Time	R	A	G	Evidence
All holiday requests are responded to in writing promptly, informing them of the school's decision				
Consideration is given to requesting Fixed Penalty Notices for Unauthorised holidays in term times				

**Please complete the information in the first two columns below, prior to the meeting, regarding pupils referred and currently 'Live' to the Inclusion & Welfare Service for poor school attendance:**

Pupil Name / Form	Concerns / Information / Percentage / Outcome	Inclusion & Welfare Officer Advice / Actions agreed
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**In advance of the meeting, please add a screenshot of your attendance data dashboard in the space below (you may need to attach multiple screenshots clearly marked for each of your schools within in a Trust):**

**Additional Comments:**

**Trust / School's Agreed Actions (SMART):**

- 1.
- 2.
- 3.
- 4.
- 5.

**Local Authority's Agreed Actions (SMART):**

- 1.
- 2.
- 3.
- 4.
- 5.

**Date of next review:**

**Signed and agreed by all attendees:**

Name	Signature
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Position

Name	Signature
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Position

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