|  |  |
| --- | --- |
| **School:** |  |

[Working together to improve school attendance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

Targeting Support Meetings

73. As patterns of attendance are habitual, early identification and support is essential for individual pupils in need of help. Where barriers go beyond the classroom, this requires schools, local authorities, and other partners to work together to put joint support in place as quickly as possible. To enable this to happen, all local authorities are expected to:

• Organise termly Targeting Support Meetings with each school in their area so the school’s attendance leads and their point of contact in the local authority’s School Attendance Support Team can identify, discuss, and agree joint targeted actions for pupils who are persistently or severely absent and those at risk of becoming so. This should include agreeing what support the LA will provide and which (if any) other statutory or voluntary services should become involved.

• Use these meetings to build strong relationships and work collaboratively with the school’s attendance leads, including providing advice on recording in the register, accessing services or the wider area-wide attendance approach.

74. The meeting may also include helping a school to identify areas to focus on in their school policies or approaches where they seek it. This may include help with analysing their own data, comparing themselves to other schools in the geographical area or considering how they may learn from or work with other schools who have faced similar patterns or trends.

75. In areas where scheduled ‘Team Around the School’ meetings already take place between the school, local authority, and other partners, the school’s point of contact in the local authority’s School Attendance Support Team may join the existing meeting instead of having a separate Targeting Support Meeting for that school.

**Targeting Meeting Dates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Autumn Term | | Spring Term | | Summer Term | |
| Date |  | Date |  | Date |  |
| Attendees |  | Attendees |  | Attendees |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**School Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Information (to include school named Attendance Lead)** | | | |
| Name | Position | Email | Phone |
|  | Attendance Lead |  |  |
|  | DSL (CPC Contact) |  |  |
|  | Headteacher |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Register Times | AM Open | AM Close | | PM Open | | | PM Close |
|  |  | |  | | |  |
| MIS System |  | | | | | | |
| Date Attendance Policy Last Reviewed |  | | | | | | |
| Attendance Policy on Website? | Yes/No |  |  | | |  | |
| Is Attendance Data reviewed? | Yes/No | Is so how frequently? | | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What interventions does school use to support improving attendance? *NOTE: PLEASE DELETE YES or NO AS APPROPRIATE*** | | | | |
| Rewards and Recognition | Yes / No |  | Newsletters / Assemblies | Yes / No |
| Early Intervention Meetings | Yes / No | Fixed Penalty Notices | Yes / No |
| Pastoral Support | Yes / No | Fast Track | Yes / No |
| Home Visits | Yes / No | Reasonable Adjustments at School (Seating plans / timeout cards etc.) | Yes / No |
| Communities and Partnerships Team (Hub) | Yes / No | Early Help | Yes / No |
| School and Community Team (Zone) | Yes / No | Joint Medical Protocol | Yes / No |
| EHAP | Yes / No | Just One Norfolk | Yes / No |
| Family Networking | Yes / No | Supporting Smiles / CAMHS | Yes / No |
| Inclusion and SEND Team | Yes / No | Notify Social Worker immediately of any absence even when reason is provided | Yes / No |
| Ensure Attendance is part of any social care plan | Yes / No | Have you completed your SEF? | Yes / No |
| Do you share your data with the DfE via Wonde? | Yes / No | Do you share your data with NCC? | Yes / No |
| Comments: | | | | |
|  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Term-Time Holidays**  ***NOTE: PLEASE DELETE YES or NO AS APPROPRIATE*** | | | |
| Has your school sent the Whole School Warning Letter this year and if so, what date? | Yes/No | *ENTER DATE SENT* | |
| If parents do not submit an application for a term time leave of absence, but you believe them to be on holiday, do you challenge them? | | | Yes/No |
| Comments: | | | |
|  | | | |

**Attendance Data Analysis**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATA – TRACKING – IMPACT (Data from** [**Statistics: pupil absence - GOV.UK (www.gov.uk)**](https://www.gov.uk/government/collections/statistics-pupil-absence) **)** | | | | | | |
|  | 2021/2022 | | | 2022/2023 | | |
|  | National | Norfolk | School | National | Norfolk | School |
| Overall Attendance% | **92.4%** | **91.6%** |  | **P – 94.0%**  **S – 90.7%** |  |  |
| Persistent Absence% | **22.5%** | **25.5%** |  | **P – 17.2%**  **S – 28.3%** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **At the time of the Targeting Meeting what was the school’s overall year to date attendance?** | | | |
|  | Overall Attendance YTD | Authorised Absence YTD | Unauthorised Absence YTD |
| Autumn Term Targeting Meeting |  |  |  |
| Spring Term Targeting Meeting |  |  |  |
| Summer Term Targeting Meeting |  |  |  |
| Comments: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **At the time of the Targeting Meeting did all pupils return to school following the break for the new term?**  ***NOTE: This question relates to those pupils whose whereabouts are unknown–not those where school are aware of reasons for absence.*** | | | |
| Autumn Term Targeting Meeting | Yes / No | Comments: |  |
| Spring Term Targeting Meeting | Yes / No | Comments: |  |
| Summer Term Targeting Meeting | Yes / No | Comments: |  |

|  |
| --- |
| **At the time of the Targeting Meeting how many pupils have had the following interventions? (Year to date)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Part-time Timetables | Alternative Provision | FPN | Early Intervention Meeting | Fast Track | Application to Prosecute |
| Autumn Term Targeting Meeting |  |  |  |  |  |  |
| Spring Term Targeting Meeting |  |  |  |  |  |  |
| Summer Term Targeting Meeting |  |  |  |  |  |  |
| Comments: | | | | | | |
|  | | | | | | |

|  |  |  |
| --- | --- | --- |
| **At the time of the Targeting Meeting how many pupils are on track to be Persistently Absent (PA)?**  ***NOTE: This relates to those pupils who are above 90% attendance but on a downward trend at the point of reviewing data*** | | |
| Autumn Term Targeting Meeting | Spring Term Targeting Meeting | Summer Term Targeting Meeting |
|  |  |  |
| School Interventions: | School Interventions: | School Interventions: |
|  |  |  |
| Advice Given: | Advice Given: | Advice Given: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **At the time of the Targeting Meeting how many pupils are Persistently Absent (PA) with attendance of 90% or less?** | | |
| Autumn Term Targeting Meeting | Spring Term Targeting Meeting | Summer Term Targeting Meeting |
|  |  |  |
| School Interventions: | School Interventions: | School Interventions: |
|  |  |  |
| Advice Given: | Advice Given: | Advice Given: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **At the time of the Targeting Meeting how many pupils in total are Severely Absent (SA) with attendance of 50% or less?**  **NOTE PUPILS INDIVIDUALLY IN SECTION BELOW** | | |
| Autumn Term Targeting Meeting | Spring Term Targeting Meeting | Summer Term Targeting Meeting |
|  |  |  |

|  |
| --- |
| **Severely Absent Pupils with less than 50% attendance** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |
| Name: |  | | Year group: |  |
| Autumn Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Spring Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
| Summer Term TSM | | | | |
| Attendance % YTD | |  | | |
| Reason for absence | |  | | |
| School Action/Plan | |  | | |
| AEO Advice given | |  | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| **Additional Comments and Feedback from School:** | | |
| Autumn Term Targeting Meeting | Spring Term Targeting Meeting | Summer Term Targeting Meeting |
|  |  |  |

Useful Information

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Phone** | **Email** | **Website** |
| **DFE School Attendance Guidance** | | | [Working together to improve school attendance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) |
| **Norfolk County Council Schools and Learning Providers Website** | | | [Norfolk Schools and Learning Providers - Norfolk County Council - Schools](https://www.schools.norfolk.gov.uk/) |
| **Attendance Team** | 01603 223681 | [csattendance@norfolk.gov.uk](mailto:csattendance@norfolk.gov.uk) | [School attendance - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/school-attendance) |
| **Attendance Toolkit** |  | | [Attendance Toolkit - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/article/29615/Attendance-toolkit) |
| **CME Team** | 01603 307716 | [cme@norfolk.gov.uk](mailto:cme@norfolk.gov.uk) | [Children missing education - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/children-missing-education) |
| **Service to Home Education** | 01603 307733 | [ehe@norfolk.gov.uk](mailto:ehe@norfolk.gov.uk) | [Home education - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-needs/home-education) |
| **Medical Needs Team** | 01603 223609 | [medicalneeds@norfolk.gov.uk](mailto:medicalneeds@norfolk.gov.uk) | [Medical needs service - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-needs/health-needs/medical-needs-service) |
| **Admissions** | 01603 223489 | [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) | [School admissions - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/school-administration/school-admissions) |
| **Fair Access Team** | 01603 307749 01603 224226 | [cs.fairaccessteam@norfolk.gov.uk](mailto:cs.fairaccessteam@norfolk.gov.uk) | [Fair access - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/fair-access) |
| **Inclusion Team** | 01603 307761 | [inclusionandsend@norfolk.gov.uk](mailto:inclusionandsend@norfolk.gov.uk) |  |
| **Exclusion Team** | 01603 307727 | csexclusions@norfolk.gov.uk | [School exclusions - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/school-exclusions) |
| **Early Help** | 0344 800 8021 | [ecfs-families@actionforchildren.org.uk](mailto:ecfs-families@actionforchildren.org.uk) | [Early Help - Norfolk Safeguarding Children Partnership (norfolklscb.org)](https://www.norfolklscb.org/people-working-with-children/early-help/) |
| **CADS** | 0344 800 8021 |  | [Children's Advice and Duty Service (CADS) - Norfolk Safeguarding Children Partnership (norfolklscb.org)](https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern) |
| **Just One Norfolk** | 0300 300 0123 | [Contact Information - Just One Norfolk](https://www.justonenorfolk.nhs.uk/contact) | [Health Advice & Support for Children - Just One Norfolk](https://www.justonenorfolk.nhs.uk/) |

**Attendance Codes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **/** | Present (AM) | Present |  | N | No reason yet provided | Unauthorised absence |
| **\** | Present (PM) | Present | **O** | Unauthorised absence (not covered by other code/description) | Unauthorised absence |
| **B** | Educated off site (NOT Dual registration) | Approved Education Activity | **P** | Approved sporting activity | Approved Education Activity |
| **C** | Other Authorised Circumstances (not covered by other code/description) | Authorised absence | **R** | Religious observance | Authorised absence |
| **D** | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity | **S** | Study leave | Authorised absence |
| **E** | Excluded (no alternative provision made) | Authorised absence | **T** | Traveller absence | Authorised absence |
| **F** | Extended family holiday (agreed) | Authorised absence | **U** | Late (after registration closes) | Unauthorised absence |
| **G** | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised absence | **V** | Educational visit or trip | Approved Education Activity |
| **H** | Family holiday (agreed) | Authorised absence | **W** | Work experience | Approved Education Activity |
| **I** | Illness (NOT medical or dental etc. appointments) | Authorised absence | **X** | Non-compulsory school age absence | Not counted in possible attendances |
| **J** | Interview | Approved Education Activity | **Y** | Enforced closure | Not counted in possible attendances |
| **L** | Late (before registers closed) | Present | **Z** | Pupil not yet on roll | Not counted in possible attendances |
| **M** | Medical/Dental appointments | Authorised absence | # | School closed to pupils | Not counted in possible attendances |