|  |  |  |  |
| --- | --- | --- | --- |
| **Support and Attendance Plan: REVIEW meeting (No.\_\_\_ ) Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Child / Young Person:**  **Date of birth:**  **School**:  **Attended by:**  **Apologies**:  **Purpose of meeting**: Agreed actions from the previous meeting (on DATE) were reviewed during today’s support and attendance meeting (see below). | | | |
| **Agreed actions / strategies and interventions** | **Who will do this? When?** | **Review – action completed?**  *What worked well? Possible barriers?* | |
| Daily monitoring and communication between school and parents, as agreed… |  |  | |
|  |  |  | |
|  |  |  | |
| **Update** | | | |
| **Agreed next steps** (record below / update next Support and Attendance Plan (Plan no: \_\_) | | **Who will do this?** | **When?** |
| **Date and location of next meeting**: | | | |

**Signed**

Parent / Carer: School (Lead/SENCO):

Key Worker: Other/s: **Date**:

**Copies:**

Parents:

School (SENCO / Head of Year / Key Worker):

Other services (EWO, Psychology Service):

File