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|   **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