

School Attendance Review Meeting Record Sheet (if the parents do not attend, please complete the form on page 6)

Meeting held on:

At:

Attended by:

.....

Introduction

Thank you for attending this School Attendance Review Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence. *(if there is more than one child in the family, record information on separate sheets from page 2 onwards).*

<p>Child Name.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p>	<p>Child Name.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p>
<p>Parent/Carer Name</p> <p>.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Relationship to child/ren</p> <p>.....</p>	<p>Parent/Carer Name</p> <p>.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Relationship to child/ren</p> <p>.....</p>

If only one person invited to SARM:

Do you have a partner who lives at this address? If so what is their name?

Parent/Carer Name DOB.....

Relationship to child/ren:

For a parent who lives at a different address from child/ren describe all contact they have with child (how often/do they stay overnight/are they involved regarding their child/ren's education etc)

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“You now have an opportunity to explain why your child has poor attendance. I am going to ask you some questions. Please answer them as fully as possible.”

(Note that it is acceptable for staff to assist parents in answering the questions if necessary)

1. Has your child been too ill to attend School on some or all of these periods of absence? (Show copy of attendance printout) Y N

If yes:

a) What illness has the child had?.....
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b) Have you taken your child to a GP or Consultant? Y N

c) What advice did they give you?.....
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Do you have medical evidence i.e. a medical appointment card with one appointment entered, letter from a professional, doctor’s note, medication prescribed by a doctor, copy of a prescription, print screen of medical notes, letters concerning hospital appointments or any other relevant evidence? **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**

Y N

If a doctor has not been consulted, why not?
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2. Are any other agencies or professionals (involved with) working with your family? Y N

If yes, who are they and what work are they doing with your family?
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3. Has your child been bullied? Y N

If yes, who have you reported this to in School and what action was taken?
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.....

If this has not been reported, why not?
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.....

Name of child _____

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.....

Is this matter now resolved?

Y N

4. What actions have you taken to get your child to attend School?

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5. Are there **any other reasons at all**, such as difficulties at home, housing problems, illness or disability issues, relationship or behaviour difficulties etc., which you think may be affecting your child's ability to attend School regularly?

Y N

If yes, could you please outline the difficulties the family is experiencing?

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Would you like some assistance from relevant services in order to help to resolve these difficulties?

Y N

6. Are there **any travel issues affecting your** child attending School regularly?

(Discuss transport arrangements at this point if pupil is in receipt of home / school transport)

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Action Plan

“We are now going to agree on an Action Plan.”

(All paperwork must be **legible** and **signed**, **photocopied** and a **copy given to each parent at the end of the meeting** - all 5 pages of this document. **Send a typed copy of the Action Plan if writing is not easy to read**).

Actions by parent

- Ensure your child attends school every day it is open, on time, escorting them into school and handing them over to a named person if necessary. **(If the parent is required to hand the child over to a member of staff / School Reception, please record arrangements here:)**
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.....
- Contact school on the first day of every absence **before 9.30am** stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with medical evidence i.e. an appointment card with one appointment entered, letter from a professional, doctor’s note, hospital letter concerning appointments, medication prescribed by a doctor, copy of prescription, print screen of medical notes or any other medical evidence which enables the Head Teacher to authorise the absence as illness or medical appointment. School will not authorise medical absence without this evidence. **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**
- Contact the school if your child is experiencing any difficulties preventing regular attendance.

Any other actions agreed:

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Actions by School

- To respond to parental contact promptly.
- To continue to monitor attendance.
- To **only** authorise absence due to illness when provided with medical evidence. (Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern).

Any other actions agreed:

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“Is there any further support we can offer you?”

Y N

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Name of child _____

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Statement

I must advise you that any further unauthorised absence is likely to lead to legal action. The law states that your child must attend school on every occasion that it is open unless there is a reason that enables the Head Teacher to authorise the absence under the Regulations. The law also states that it is parents' responsibility to ensure their child attends school regularly.

Statement read to the parent(s)

Y N

School representativeSigned.....Dated.....

Parent Statement

I confirm that I have read these notes and understand the contents of this meeting.

Parent/Carer.....Signed..... Dated.....

Parent/Carer.....Signed..... Dated.....

'Parent', includes any person who is not a parent of the child but who has parental responsibility for the child or who has care of him/her.

Have copies of the School Attendance Review Meeting Record Sheet been given to the parent at the end of the meeting?

Y N

School Attendance Review Meeting - Record sheet to be used when parents don't attend the SARM

Meeting held on:

At:

<p>Child Name.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p>	<p>Child Name.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p>
<p>Parent/Carer Name</p> <p>.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Relationship to child/ren</p> <p>.....</p>	<p>Parent/Carer Name</p> <p>.....</p> <p>DOB.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Relationship to child/ren</p> <p>.....</p>

Did the parents notify you that they couldn't attend the SARM? If yes, what was the reason given?.....

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Did the parents request the meeting be re-arranged? Y N

Rearranged date and if the parents attended:

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