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| **Date of Meeting:** |  | **Location:** |  |

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| **Enter the name of the pupil (or pupils if siblings are entering Fast Track together)** | | | |
| **Name of pupil:** |  | **School:** |  |
| **Date of Birth:** |  | **Year Group:** |  |
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| **Name of pupil:** |  | **School:** |  |
| **Date of Birth:** |  | **Year Group:** |  |

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| **Invitees Name:** | **DOB: (parents)** | **Role & Organisation:** | **Attended? (Y/N)** | **Apologies given? (Y/N)** |
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| **Family Information:** Full details of all other parents should be requested where this information is NOT currently known. | | | |
| **Parent(s):** | | | |
| **Name:** |  | **Name:** |  |
| **DoB:** |  | **DoB:** |  |
| **Address:** |  | **Address:** |  |

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| **As parent(s) you have a responsibility in law to ensure your child’s regular attendance at school, you should be aware that the only defences available in law are:**   1. **That the absences are with leave (i.e. that they have been agreed by the Headteacher);** 2. **That the absences are because of sickness or unavoidable cause;** 3. **That the absences fall on days of religious observance for the religion to which parents belong;** 4. **That the child is entitled to free transport to school and the LEA have failed to provide this;** 5. **That the child has no fixed abode, and the parent proves—**   **(a) that he is engaged in a trade or business of such a nature as to require him to travel from place to place,**  **(b) that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and**  **(c) if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.**  **If absences do not fall into any of these categories or the school have not been informed of reasons for absence, absences will be marked as unauthorised.**  **Education Supervision Order (ESO)**  **We need to make you aware that, before instituting legal proceedings for an offence under s443/444 Education Act 1996, the LA has a duty to consider whether it would be appropriate to apply for an ESO; an application could be instead of or in addition to a prosecution.** |

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| **SCHOOL INTERVENTIONS/SUPPORT PROVIDED SINCE THE INITIAL FAST TRACK MEETING:**  *(In this section, you should discuss: the child’s attendance to date providing and* ***attaching*** *a copy of the herringbone, any additional support provided, or issues not discussed or arising since the initial Fast Track including log of all correspondence with parent to be* ***attached****)* |
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| **100% ATTENDANCE TARGET WAS SET FOR REVIEW PERIOD. HAS TARGET BEEN ACHIEVED?** | (Child Name) | | (Child Name) | |
| **Attendance % since Initial Fast Track Meeting:** | % | **Attendance % since Initial Fast Track Meeting:** | % |
| **Authorised absence %** | % | **Authorised absence %** | % |
| **Unauthorised absence %** | % | **Unauthorised absence %** | % |
| **Comments:** | | | | |
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| **REVIEW OF ACTION PLAN DEVELOPED AT INITIAL FAST TRACK MEETING:** | | | |
| **Action Point:** | | **Person(s) responsible:** | **Progress & Impact:** Identify what is working well in addition to areas for further development and reasons why action not completed as applicable. |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

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| **WHAT NEEDS TO HAPPEN NEXT? PANEL DECISION (SELECT APPROPRIATE OUTCOME)** | |
|  | 1. Attendance has improved and achieved target – Fast Track process should be formally closed |
|  | 1. Evidence of statutory defence – Fast Track process should be formally closed but an appropriate action plan should be agreed to address the child’s needs |
|  | 1. Attendance target has not been met with further unauthorised absence meeting prosecution threshold - Recommendation to refer to the LA for consideration of prosecution. |
|  | 1. There has been some improvement in attendance, but targets have not been met - Internal review to be held by school on a specified date within 4-6 school weeks |
| Please state reasons for the decision and impact of any continued absence on attainment below. | |
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| **WHAT NEEDS TO HAPPEN NEXT? NEW ACTIONS IDENTIFIED**  Actions should be SMART (Specific, Measurable, Achievable, Realistic and Timely) Ensure actions support the family and child and note all support and actions on-going or new. | | | | |
| **Actions to be taken:** | | **By When:** | **Person(s) responsible:** | **How will we know it is working? (Child focused)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

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| **OTHER KEY ISSUES DISCUSSED: (Please ensure you record any other issues/key points not captured above)** |
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| **The undersigned confirm that this is an accurate record of the discussions and outcomes agreed within the meeting. If a prosecution were to be brought by the Local Authority under Section 444 Education Act 1996 these minutes may be used as evidence.** | | | | | | | |
| **School Representative(s):** | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |
|  | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |
| **Other Professional(s) (i.e., Social Worker, Family Practitioner, Medical Professional, etc.):** | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |
| **Parents(s):** | | | | | | | |
| **Please delete as applicable:**   1. I agree with the content of these minutes and the plan. I have been made aware that I may be prosecuted for my child’s non-attendance at school if they do not attain 100% attendance for the review period. 2. I do not agree with the content of the Attendance Agreement for the following reasons: | | | | | | | |
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|  | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |
| **Please delete as applicable:**   1. I agree with the content of these minutes and the plan. I have been made aware that I may be prosecuted for my child’s non-attendance at school if they do not attain 100% attendance for the review period. 2. I do not agree with the content of the Attendance Agreement for the following reasons: | | | | | | | |
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|  | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |
| **Child or Children (this section is voluntary for the child to complete):** | | | | | | | |
| **Please delete as applicable:**   1. I am happy with this plan. 2. I am not happy with this plan because: | | | | | | | |
|  |  | | | | | |  |
|  | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |
| **Please delete as applicable:**   1. I am happy with this plan. 2. I am not happy with this plan because: | | | | | | | |
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|  | | | | | | | |
| **Name:** | |  | **Date:** |  | **Signature:** |  | |