



Individual Attendance Plan

Name of student		
Wānanga		
Staff supporting with attendance plan and roles		
Date plan was agreed		
Attendance history		
Current risk factors/current barriers to attendance		
Summary of students thoughts		
Notes from whānau hui		
Targets	Milestones	Date each milestone achieved
Target 1 -	•	
Target 2 -	•	
Target 2 -	•	

Strategies to be implemented by the school

Details of strategy (including date commenced)	Purpose of implementing strategy	Member of staff responsible

Expectations of the pupil

Details of expectations	How has this been communicated to the pupil?	Monitoring arrangements (who by and when?)

Expectations of the family

Details of expectations	How has this been communicated to the pupil's family?	Monitoring arrangements (who by and when?)

External support

Details of agency/partner	Support being offered	Date support commenced

Record of attendance reviewing meeting

Date of review	
Individuals present	
Situation since last review	
Milestones achieved since last review	
Areas discussed	
Outcome of meeting (tick as appropriate)	<input type="checkbox"/> Continue with initial plan <input type="checkbox"/> Continue plan with new or supplementary strategies added <input type="checkbox"/> Escalate attendance plan to next stage
Date of next review	