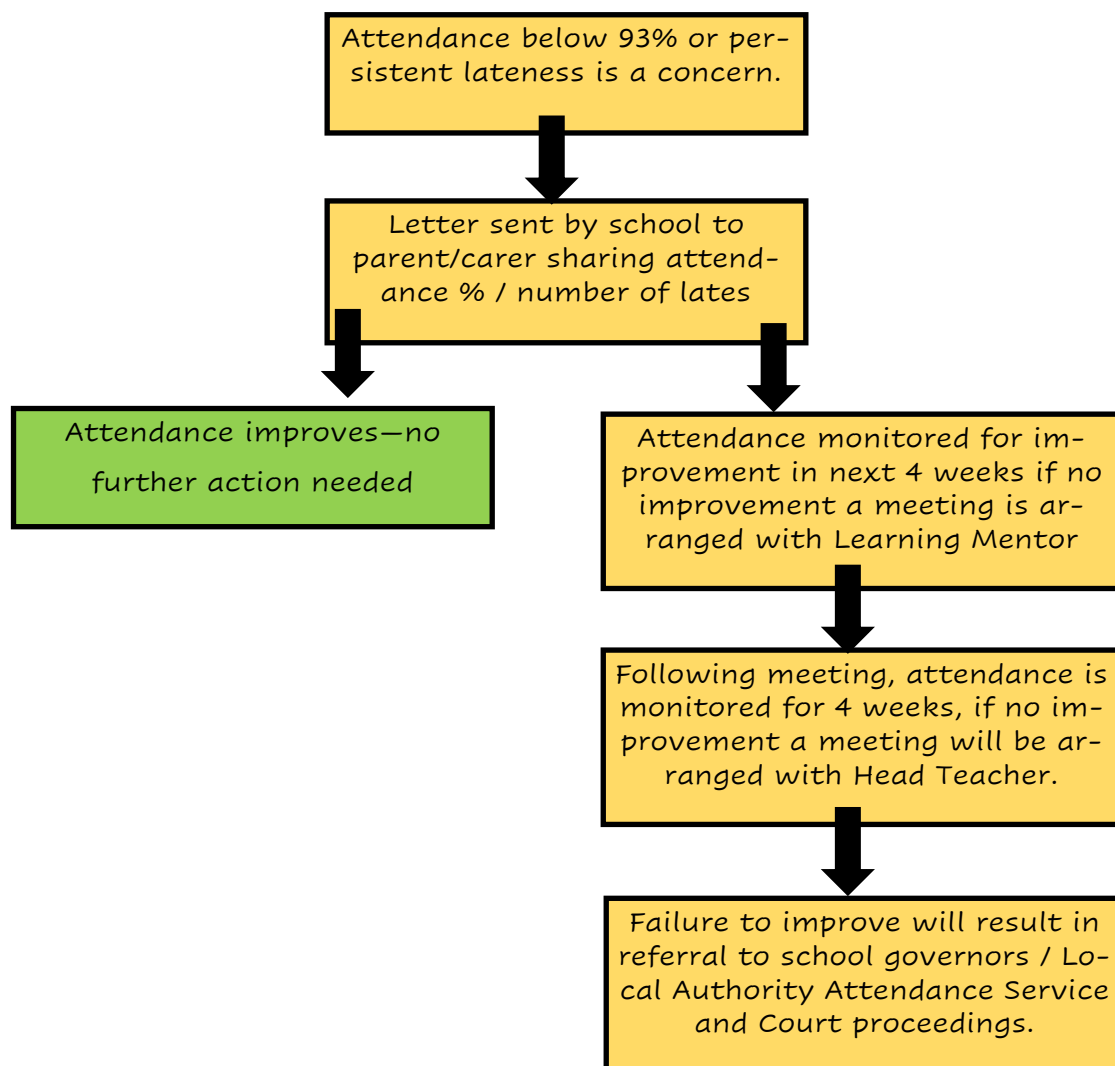




Attendance Meetings Flowchart



Attendance Meetings

When meetings take place there will be a set agenda which is listed below:

- Meeting date and time
- Register of people in attendance
- Identification of key reason for absence
- Outcomes wanted and why these outcomes are needed
- How these outcomes will be achieved. How the school can support the family in achieving this and how this will affect the attendance %.