

**Example
of an attendance tracking spreadsheet
Students with attendance below 80%**

Name	Gender	Ethnicity	FSM	Tutor Group	Attendance - 5th Sept - 22nd Dec	Notes	Meetings	Meeting with AWO	Court Action/Fine Y/N	Strategies /Next Steps
J K	M	White and black caribbean	Yes	LSU	38.37	Not attender since Primary School. Family known to Social Care	Yes and home visit on 19th September. Invited to meeting 29th September - did not attend.	AWO aware and joint visits undertaken	No	Referral to SIP Panel
A A	M	other mixed background	Yes	7A	63.64	EHCP Plan - Dual registered with the special school	SENCo meets with family on a regular basis. The support he gets in school is being reviewed with a view to getting additional hours. Children Social Care involved.		No	Attendance is improving. Continue monitoring attendance
I T	F	Bangladeshi	Yes	7E	64.37	Unauthorised leave	Went Spain for 3 days 6th December - 11th December 23. Had meeting with family 4th Dec. Home visit and letter sent.		Yes	Monitor attendance. Further non attendance, refer for court action.
M G	M	Bangladeshi	Yes	7F	66.18	Moved to Gillingham but school place not confirmed	Engaged with CME at Gillingham County Council. A referral made.	Yes - Received communication that a space has been found.	No	Wait for school to provide confirmation that child has started.
T A	F	Bangladeshi	Yes	7G	75.86	Unauthorised leave	Went Bangladesh and then Saudi for 7 days. Had meeting with family on 20th October 23		Yes	Monitor attendance. Further non attendance, refer for court action.
Y H	M	Bangladeshi	Yes	7F	75.86	Unauthorised leave	Went Bangladesh from 12th December - 1st January. Had a meeting with family 1st December		Yes	Monitor attendance. Further non attendance, refer for court action.

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M Y A	M	Bangladeshi	Yes	7A	76.44	Unwell	Monitored attendance. High level of illness. Agreed with parents to only authorise with medical evidence. Subsequent illness marked as authorised.	Yes	No	Monitor if no improvement is made. Penalty warning notice to be issued.
K C	M	White and black caribbean	Yes	7C	78.16	Unwell	Attendance team tracked absences and began procedure for a fine for non attendance.	Phone conversation with Parent/Carer.	Yes	Monitor, if no improvement, issue fine
M I	M	Bangladeshi	Yes	7B	78.16	Unauthorised leave	Went Bangladesh from 9th Dec - 19th Jan. Had meeting with family on 5th December	N/A	Yes	Monitor attendance. Further non attendance, refer for court action.
M R	M	Bangladeshi	Yes	7B	79.31	Unwell	Has had two surgeries in the academic year. Support provided by teachers for school work missed. Note: Information received from the Hospital School.	N/A	No	Support student by making any adjustment at school

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Name	Tutor Group	Attendance	Notes	Meeting with	Meeting with	Court Acti	Strategies /Next Steps
Condon, Ronnie Carter	8B	27.06					
Naways, Alif	8C	52.35					
Wheeler, Charlie George	8D	59.41					
Salik, Kian Nasir	8C	60					
Roberts, Reo Kevin	8F	63.53					
O'Sullivan, Harvey Dean Jamie	8E	64.71					
Mariano Lopes, Elio	8A	72.35					
Hardy, Jessica	8E	72.94					
Islam, Syed Ariyan	8F	72.94					
Sleeman Fernandez Do Paraiso, Perle-Louise Boo	8D	72.94					