**Targeting Support Meeting**

* You may find it useful to complete aspects of the following information prior to your targeted support meeting.
* Please could you also have a list of **SA (and PA if relevant) pupils who you would like to discuss.**

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| **Aim of the meeting:** As patterns of attendance are habitual, early identification and support is essential for individual pupils in need of help. Where barriers go beyond the classroom, this requires schools, local authorities, and other partners to work together to put joint support in place as quickly as possible.  |
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| **Review of actions from last meeting** | **Meeting Notes** |
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| **Updates**

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| **Updates on attendance actions progressed, good news stories, best practice examples, connecting with other schools/settings etc** |
| **Success stories since last meeting?** |

**Actions** |
| **Attendance Data Analysis (5mins)**  | Meeting Notes |
| Trends and patterns – specific groups |  |
| Number of children on reduced timetables |  |  |
| Number of children accessing some AP provision  |  |  |
| **SA (or PA) pupils to discuss**  |  |
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