We believe in outstanding behaviour and attendance

**Year:**

**Date:**

**Week**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 |
| **Positive** |  |  |  |  |  |  |  |
| **Negative** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** |
| **B** |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |
| **I** |  |  |  |  |  |  |  |
| **M** |  |  |  |  |  |  |  |
| **R** |  |  |  |  |  |  |  |
| **T** |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**Attendance:**

**Reasons for non attendance** (please list days and in tutor group order)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:** | **Form:** | **Day(s) absent:** | **Reason:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Punctuality** (pleas list all students arriving late this week):

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:** | **Form:** | **Date:** | **Total number of lates in current term:** |
|  |  |  |  |
|  |  |  |  |

**Attendance below 93%:** (Please add all students under 93% each week so that we can track those that are decreasing/no improvement and highlight accordingly. Once above 93% then students should be removed from this list)

|  |  |
| --- | --- |
|  | Green indicates improving attendance although still under 93% |
|  | Yellow indicates hit PA threshold (some students may jump on and off this list) |
|  | Red indicates decreasing attendance |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | **Forename** | **Reg** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Main Reason** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Holidays:** (all requests should be sent through YL/CLG/PR in advance)

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Holiday Dates** | **Authorised / Not Authorised** |
|  |  |  |

**BEHAVIOUR**

**Negative points** (please list all students that have received a neg point this week):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of student:** | **Reason for negative point:** | **Total number of neg points in current term:** | **Actions complete**  **Ie 5,10,15, report cards (Y/N):** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Student Concerns:** (Please note any student/parental issues that need addressing)

|  |  |
| --- | --- |
| **Name of Student** | **Concerns and Actions** |
|  |  |
|  |  |

**Referrals** (Please list **all new** student referrals or **those receiving current support/ mentoring** via Student Services/ outside agencies or yourself in this current term only. Ensure referral is complete and saved accordingly in WOLLATON CENTRAL- referrals folder)**:**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Agency/support** | **Actions and Timelines** |
|  |  |  |

**Safeguarding concerns**

|  |  |
| --- | --- |
| **Name of Student** | **Concerns and Actions** |
|  |  |

**AOB:**