## Attendance Support Meeting

**Student name:** ___________________________________________  
**Year Level:** ________________________________________________  
**Staff name:** _______________________________________________  
**Date:** _______________________________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
<th>Term One</th>
<th>Term Two</th>
<th>Term Three</th>
<th>Term Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of days absent:</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of days present:</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days in the term to date:</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance percentage:</td>
<td>78%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reasons for absence:**  
- ✓ Monday 1st February – slept in, stayed up late playing computer games.  
- ✓ Monday 8th February – slept in, stayed up late playing computer games.  
- ✓ Monday 15th February – slept in, went away for the weekend.  
- ✓ Thursday 18th February – sick, no medical Certificate provided.  
- ✗ Monday 1st February – don’t know.  
- ✗ Monday 8th February – can’t remember.  
- ✗ Monday 15th February – sick, I think.  
- ✗ Thursday 18th February – don’t know.

**Strategies for improvement:**  
- ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch.  
- ✓ Stop playing computer games at 8.00pm.  
- ✓ Go to bed at 9.00pm.  
- ✓ Set an alarm clock for 7.00am.  
- ✓ Allow only one snooze cycle each morning.  
- ✗ Come to school.  
- ✗ Try harder.  
- ✗ Do better.

**Monitoring date:**

---

**Student signature:** ___________________________________________  
**Staff signature** _______________________________________________