

School Report for Use by Attendance Sub-Committee AD2A

Section A - Identification of the young person

Name		Reporter's Ref No	
Address		School	
		Type of Course	
		Year Group/Stage	
Date of Birth			

Section B - How the young person is getting on

Attendance

B1 - Describe the young person's attendance pattern:

	From (date)	Previous Session	Current Session
	To (date)		
All Absences and Exclusions (half days)			
Unauthorised Absences (half days)			
Occasions Late (half days)			
Exclusions (half days)			
No. Exclusions			
Possible Attendance (half days)			

B2 - Describe the young person's health with reference to any disability if applicable

B3 - Describe the young person's educational potential and actual achievement

B4 - Describe the young person's relationships in school (with pupils/staff in/out of the classroom)

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B5 - Describe the young person's interests/hobbies/extra curricular activities (if known)

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B6 - Medical Information as supplied by Parent/Carer

Condition(s) Noted:	
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Section C - Contacts made with specialists agencies and parents

C1 - Please indicate any referral of the young person to a specialist agency/support

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C2 - Describe any details of contact between the young person's home and the School

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C3 - Use this section to outline any additional information (eg exclusions/matters of special note) or to amplify any of your previous responses

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Section D - Historical Summary

D1 - Please summarise ECS's involvement with the young person and the family including comments relating to attendance record, schools attended, involvement with support services, educational progress/attainments, and relationships with peers/adults parents/teachers

D2 - Have you discussed this report with the pupil? Yes No *If No, please comment*

D3 – Pupil's Views and Comment Report compiled by _____

Name _____ Signed _____

Title _____ Date _____

Notes:

A copy of this report will be provided to the parents of the young person.

The contents of this report are subject to the Pupils' Educational Records (Scotland) Regulations 2003.

The compiler of this report may be invited to attend any meeting which is arranged and may also, in certain circumstances, be required to give evidence in Court.