Weekly absence review sheet

The attendance officer fills it in before the meeting; the team completes the action and owner columns during it. 20 minutes: lists 5, patterns 5, actions 7, last week 3.

Date · who attended · school days since the start of term

Student · class	Absence since start of term (%)	Pattern: day / climb / cluster	Action	Owner	By

This week's clusters: a class, a bus route or a day

Last week's actions: what happened? Who comes off the list?

From the String blog — string.education. Print it, copy it and share it as you like.