

# ATTEND Framework – Information for schools, parent/carers and pupils

## Role of the school

The ATTEND Framework has been developed as an intervention for school staff to use collaboratively with parent/carers and pupils aged 5-16. This intervention is designed to capture in one place all the underlying 'barriers' which may be impacting on a pupil sustaining their school attendance.

Developed in collaboration with other services, pupils and their families by Brighton and Hove Educational Psychology Service, the Nottinghamshire EPS started rolling out training to our schools in November 2022 and this continues.



### Who attends the ATTEND meeting?



## Step 1: Information Gathering

This Information Gathering step may be carried out over 1 or 2 meetings.

1. Parents/carers and school staff will meet together to collectively think about the strengths of the current situation and complete the timeline proforma.
2. Then in 2 groups, they will go through the respective ATTEND forms (i) for parent/carer and (ii) professionals in the setting.
3. They will then compare information to look at the barriers that have been noted by the pupil, parent/carer and school staff and they will clarify any barriers which haven't been noted by either group.

## Step 2: Action Planning

- Identify every barrier involved from both sets of proformas collated at the meeting (and the child's views).
- Plan an action for every barrier identified.
- Use the 'Guidance for Professionals' document to support ideas.

**Action planning:**  
Address all issues identified as contributing factors. Please see accompanying guidance notes for support when planning strategies. Please photocopy this page so that it can be regularly reviewed (ideally weekly) and updated.

Code	Support strategy



## Step 3: Review Regularly

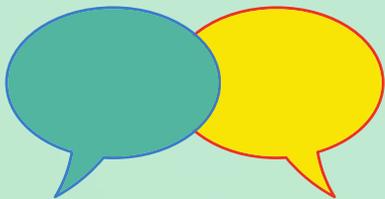
- Implement the planned actions.
- Assess, plan, do & review cycle fortnightly.
- Tweak/amend actions as required.



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## Information for parent/carers

The first ATTEND meeting includes time for parent/carers and school staff to consider all the possible factors which might be contributing to attendance difficulties. Rather than looking for 'one thing' which is the problem, it uses an approach which acknowledges that, very often, many issues add together to make school attendance difficult for children.



## What is my role, as a parent/carer, in the ATTEND meeting?

Your role as a parent/carer is to bring your knowledge of your child and what is happening in their home/community. You are not expected to know all the answers. A shared understanding will be developed of what things are like for your child, pulling together knowledge from home, from school and from what the young person has shared ready for this meeting.

Once all the information is gathered, there is a discussion to share the information between the parent/carer and the school staff at the meeting. Then there is planning time to choose actions which should help with each factor.

It is expected that there might be gaps in our shared understanding and that is okay. It is also expected that there may be different viewpoints from home and school and this is a helpful part of the discussion.

## What will I be asked about?

You will be asked to complete a parent/carer form during the meeting. This is why bringing someone with you can be helpful. The form asks about different areas which research has shown can sometimes contribute to attendance difficulties:

- Worries
- Health and wellbeing
- Sensory overload
- Fitting in
- School work and teachers
- Changes
- Things at home
- Other things which might stop your child attending well.

ATTEND Form for Parents/Carers	
For the assessment of factors contributing to school non-attendance	
Dr Adele Tobias (Educational Psychologist)	
Name of Child:	DOB:
School:	School year:
Completed by (name and relationship to student):	
Date of completion:	
<b>My child's strengths</b>	
What are they good at? What activities do they enjoy?	
When have they had good attendance at school?	
What helps?	
Who are their friends?	

# ATTEND Framework – Information for schools, parent/carers and pupils

## Information for pupils

The ATTEND meeting is a meeting for professionals (school staff), parents/carers and pupils to support you going to school more regularly.



**ATTEND Form for Students**  
For the assessment of factors contributing to school non-attendance  
Dr Adele Tobias (Educational Psychologist)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
School: \_\_\_\_\_ School year: \_\_\_\_\_  
Date of completion: \_\_\_\_\_

**My strengths**  
What are you good at? What activities do you enjoy?  
  
When have you had good attendance at school?  
  
What helps?  
  
Who are your friends?  
  
If you could name one adult you trust at school, who would it be?

**What you think is very important, so before the ATTEND meeting you might be asked to:**

1. Complete the 'ATTEND Form for Students' with the help from a trusted member of school staff.
2. Describe your thoughts and feelings about school, using 'Pupil Views Cards.'



**Some of the things that will be talked about in the meeting are:**

- What you like/dislike about school.
- What will help you go to school regularly.
- What stops you from going to school regularly.

