

School Attendance Support Checklist

This checklist is a non-exhaustive guide which should be used as a tool for schools to assist in exploring and addressing the barriers to school attendance.

The list is not consecutive so does not have to be worked through in a particular order. Equally, not all sections will apply to all pupils, and there may be local variations in which services are available. However, the checklist provides areas for exploration and suggestions for support and further action and should therefore be reviewed thoroughly on a case-by-case basis. Hyperlinks have been included where appropriate to aid schools in accessing appropriate resources.

Interventions with an asterisk (*) are the strategies the authority feel should be the first port of call for attendance issues. It is also strongly recommended, if a school is considering legal interventions, to complete and evidence these attempts to provide support prior to submitting any referrals to the School Attendance Legal Team.

Name of pupil	Name of school	Name of person completing checklist	Date checklist started

PDSI Week 1 (date)	Number of weeks on PDSI	Days lost to date (academic year)	Staff involved to date (academic year)

[Link to pupil Attendance support log](#)

[Link to PDSI Spreadsheet](#)

Strategy	Completed Y/N	Date	Outcome/reason action not tried
Communications with parents			
* Letters			
* Meetings/phone calls/emails (Always complete log)			

* Early Help Assessment offered/in place (Early Help Assessment (EHA))			
* Home visits undertaken (if no engagements/meetings/child not seen by school)			
Local Authority letters/contact (following TSM/discussion)			
Attendance meeting held with LA/governor/SLT representation			
* Translation support sought if required			
Further support (including the DfE communication toolkit) via DFE guidance			
Safeguarding considerations			
Welfare check by CFW or Police requested (where appropriate or possible)			
* Inform and discuss with school's DSL			
Discussion with the Multi Agency Safeguarding Hub (MASH)			
* Concerns re attendance shared with the allocated social worker (if the child is open to Children's Social Care)			
Discussion held with Lancashire's Virtual School (if the child is looked after or formerly looked after)			
Support with barriers to attendance (with pupil and family) SCHOOL LED			
* Pupil meets with pastoral support to discuss wellbeing/friendships/feelings around school/sense of belonging/feeling valued			
* Discussion with pupil regarding timetable/ways of learning/their perceived barriers to learning (are there any noticeable patterns of absence?)			
* Use of Emotionally Based School Avoidance (EBSA) resources within LCC guidance			
* Catch up work and support for filling gaps in learning provided			
* Support from school commissioned services (counselling, pastoral support, etc) as appropriate			
* Exploration of any familial issues which may impact attendance (domestic violence, parental health issues, Young Carer responsibilities, etc); please detail in outcome column including support offered/accessed			

* Reasonable adjustments made within school to address barriers to attendance which have been identified (ensure voice of child and parent has been captured)			
* Discussion with School Attendance Support Team (SAC/SASW) Advice can also be sought from local attendance clusters / via attendance Teams support			
* Consultation with School Nurse (if absences are related to medical concerns)			
* Concerns re peer group interaction addressed (eg bullying, isolation, social media related, youth crime, county lines, exploitation etc) and external support sought where relevant (please see below and list agencies in outcomes column)			
* Discussion with Child and Family Wellbeing Service (CFWS) Community Senior to explore local services which may be of benefit			
* Attendance contract initiated and monitored for 6 weeks/or a half term			
Reduced timetable offered (only where appropriate based on identified issues, time limited and with package of support to complement)			
Completion of the ATTEND framework (this is an additional EBSA resource available after taking the associated training course)			
SEND/Disadvantaged pupils			
* Consider if an EHC needs assessment is appropriate (for pupil with SEND)			
* Additional support provided within school to address poverty related barriers (eg uniforms, transport, sanitary products, etc)			
* Early review considered (for child with EHCP)			
Involved Lancashire Specialist Teaching Service and/or Inclusion Engagement and Support Team (IEST)			
Involved LA Behaviour Consultant or local Inclusion Hub			
Uniform adjustments for pupils with sensory needs			
Discussion with LA SEND case manager (for child with EHCP)			

External agency support and intervention			
Advice sought from Lancashire Emotional Health in Schools and Colleges (LEHSS)			
Involvement of Education Psychology (EP) Service			
Support from CFWS Family Support Worker/Family Intensive Support/Targeted Youth Support (following completion of the EHA)			
Support from Child Action North West (CANW) (following completion of the EHA)			
Involvement of Lancashire Child and Youth Justice Service			
Support from other external agencies (please name in outcomes column)			
Support from Mental Health Support Team (MHST) for schools and colleges (availability varies by region)			
Consultation with PMHW (Primary Mental Health Worker)			
CAMHS/ELCAS referral made (by school or GP)			
Support from Equality and Diversity team sought where appropriate			
Connect & Respect /Healthy Relationships Team (PH Commission)			
Safer Neighbourhood police team/PCSO LANCASHIRE POLICE - Lancashire Constabulary			
Voluntary/3 rd Sector support			
Home start Lancashire Home Start Central Lancashire Helping families in the local community (homestartcentrallancs.org.uk) Home - Home-Start East Lancashire (homestarteastlancs.org)			
Lancashire Mind www.lancashiremind.org.uk			
ADHD North West - www.adhdnorthwest.org.uk			
We Are With You (addiction support) Drug and Alcohol Support WithYou (wearewithyou.org.uk)			
Consider local football clubs offer e.g PNE, Wigan Ath. Burnley etc			

Legal Interventions			
Consideration given to use of school attendance legal interventions			