SCHOOL ATTENDANCE AND ANXIETY | ENGLAND

Phased Return to School Planner

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A planner for discussing a supported, reviewed return to school, with space for what feels manageable, what support is needed, and when you will review it.

Who this is for

Families planning a return after absence, illness, or a period of not attending, in agreement with the school.

What is inside

- A principles page
- A week-by-week planning sheet
- A review box

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

A return that is planned, not rushed

A phased return should be individual, supported, and reviewed. It should not drift on without a plan, and it should not be used as an informal reduced timetable with no education in the remaining hours. Check current official guidance and get advice if you are unsure.

Child's name

Start date of this plan

Review date

The plan

What a successful first step would look like, from the child's point of view

Week 1 — hours, which parts of the day, and the support in place

Week 2 — planned increase, if any, and support

Later weeks, or the aim we are working towards

What happens on a difficult day, without treating it as a failure

How and when we will review this

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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