SCHOOL ATTENDANCE AND ANXIETY

ENGLAND

School Attendance Meeting Pack

Free download · My SEND Friend Shop

Bring concerns, observations, questions and hoped-for support to a school attendance meeting, in one calm pack.

Who this is for

Parents and carers attending an attendance meeting, including where anxiety, unmet SEND needs, or health may be part of the picture.

What is inside

- A preparation sheet
- A record of what was said and agreed

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.

Before the meeting

Attendance meetings can feel formal. Take short notes, ask for information in writing, and do not agree to something you do not understand. Official attendance rules and penalty notice arrangements can change — check current guidance and seek advice from SENDIASS if you need it.

Meeting date and who called it

Who will be there

Child's name

The attendance picture as I understand it, factually

Barriers I want understood (including SEND, health, or anxiety if relevant)

Support already asked for, and what happened

Questions I want to ask, and the support I would like considered

After the meeting

What was agreed, who will do it, and by when

Anything I did not agree to, or still need advice about

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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