

# ATTEND Framework Summary and Planning Form



# ATTEND data collation

As part of your concerns for a child or young person's (CYP) school attendance or access to education, you will have completed the ATTEND questionnaires with school staff, parents/carers and/or the CYP.

You can now use this document to record the key information reported by all parties. The information recorded will also support the development of planning next steps.

It is recommended that this tool is used alongside the [EBSNA Matrix of Support](#) where further ideas and strategies of support can be found, in addition to the [ATTEND Support Strategies tool](#).



## ATTEND summary and planning form

<b>Name of Student:</b>				<b>Current School Year:</b>				
<b>% Attendance Rate:</b>				<b>Date Completed:</b>				
<b>Completed by (name and role):</b>								
<b>BACKGROUND: Description of the current situation:</b>								
<i>Concerns / Risk Factors</i>					<i>Protective Factors / Strengths</i>			
<b>Identified barriers to attendance following completion of the ATTEND Form</b> <i>(please indicate the factors and order them in terms of significance/ level of agreement from those completing the form)</i>								
Anxiety	Health and Wellbeing	Sensory Factors	Social Factors	Academic / School-Based Factors	Factors relating to change	Family Factors	Other Factors	Maintenance / Secondary Factors
<b>Additional information relating to identified priority areas:</b>								



**Action planning**

Please consider approximately 3 – 5 areas of need and refer to the [EBSNA Matrix of Support](#) and [ATTEND Support Strategies document](#) for ideas and useful resources to support the generation of next steps and actions bespoke to the needs of this young person.

Area of Need	Suggested Action	Resources / People required	Desired Impact
1.			
2.			
3.			
4.			
5.			

Review Date:

