**SCHOOL NAME / HEADED PAPER**

**Oxfordshire Supporting Improved School Attendance**

**Support First Conversation Pro-Forma**

**Conversation Aims and Information**

* **An informal conversation to aid early identification of any concerns so that the right support is put in place early (where required)**
* **To aid a trusted, strong working partnership between pupils, families, and the school**
* **Pupil voice and wellbeing is the intended focus**
* **Documentation of the conversation is important, as is ensuring relevant parties are made aware of any concerns and identified support strategies, to ensure continuity and understanding by all parties**

*(If using, even an adapted version, ensure it is referenced in your school's attendance policy. It has been developed to support schools to explore more probing questions which may inform the support strategies that are put in place)*

**Supporting our children and young people to engage**

|  |  |
| --- | --- |
| Date  |  |
| Name of person completing form  |  |
| Position of person completing form |  |
| Pupil Name |  |
| Pupil Date of birth |  |
| Pupil Year Group |  |
| Form tutor |  |
| Head of year |  |

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| Introduction to the purpose of this conversation, the school member leading the conversation can use the information and aims above and should link it to the school’s ethos and approach with an emphasis on building strong, trusted, and supportive relationships with pupils and their families |

|  |  |
| --- | --- |
| How do you feel your child is finding school currently?  |  |
| Does your son/daughter talk about school and if so in what way, do they highlight what’s gone well and what they are finding difficult? Are there any lessons or subjects they prefer or is there anything that they are most interested in and would like to do more of it possible?*.* |  |
| Is there a particular member of staff your child feels able to talk to? |  |
| What do you think is important for your child about school?  |  |
| What is important to you as parents about school, for example, is it their grades, their well-being, their friendships, or all the above? Individual needs? |  |
| Do you know if your child has any concerns about school – subjects, friendships, teachers? Journey to and from school/transport? |  |
| Is there anything you as parents have concerns about in relation to school, for example, subjects, friendships, teachers? |  |
| Is there anything your child is struggling with or worried about at school? And is there anything we as a school might be able to do to help?  |  |
| Is there anything that might be worrying you or your child outside of school, is everything ok at home, and is there anything we might be able to do to support you? |  |

**Additional information**

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| *Remember depending on the response to ask why?* |

**Attach current attendance certificate as at date of completion to form – ensure it shows the pupil's name**

**Copies to be circulated as agreed as part of any internal processes, with any concerns, support and interventions highlighted. Examples of colleagues who may benefit:**

* Form Tutor
* Head of Year
* Attendance Officer
* SENCO (Special Educational Needs Coordinators)
* Designated Safeguarding Lead and Deputy
* Pastoral Support Team
* If a Looked after child, or previously looked after – Designated Teacher
* Senior Attendance Champion

Ensure a record is kept and is accessible by all key members of staff – it is advised each pupil has an electronic file with their name and this is saved within this folder