**SCHOOL NAME / HEADED PAPER**

**Return to School Check In**

(To be completed on first day of return especially important where absence was not reported)

*(Add this into your school's attendance policy under a tiered system – stage one)*

**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 |  |

|  |  |
| --- | --- |
| How are you?  *Remember depending on the response to ask why?* |  |
| What about today are you looking forward to / what about today has gone well?  What has not gone well? Could we help?  *Remember depending on the response to ask why?* |  |
| What do you like most about school, and what is the best thing about coming to school? |  |
| Do you have any concerns about school – subjects, friendships, teachers?  *Remember depending on the response to ask why?* |  |
| Is everything ok outside of school? (family/home/siblings/community)  *Remember depending on the response to ask why?* |  |
| Is there anything you are struggling with or worried about at school? And is there anything the school can do to help you?  *Remember depending on the response to ask why?* |  |

**Additional information**

|  |
| --- |
| *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. 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 of this is kept and accessible by all key members of staff – it is advised each pupil has an electronic file with their name and this is saved