SEND, Sorted.

PRACTICAL SEND TOOLS
FOR COMPLICATED PAPERWORK

PARENTS • SUPPORT • PROGRESS

EBSA & Attendance Tracker

Notice patterns.
Record what's happening.
Understand what helps.

Looking Beyond Attendance

When a child is struggling to attend school, the attendance figure only tells part of the story. Use this tracker to record what is happening before, during and after school, alongside support, adjustments and your child's experience.

- What does school difficulty currently look like for my child?
- What is my child telling me?
- When did I first notice things becoming difficult?
- What has changed recently?

This isn't about proving that your child is struggling. It's about helping you build a clearer picture of what they're experiencing.

Daily School & Wellbeing Tracker

DATE	ATTENDANCE*	BEFORE SCHOOL	DURING SCHOOL	AFTER SCHOOL	DISTRESS 1–5	NOTES

***Attendance key:** **F** = Full day | **P** = Part day | **N** = Not attended | **O** = Other arrangement



NOTE: The distress scale is simply a personal tracking tool. Use it consistently in whatever way makes sense for your family.

What Am I Noticing?

Triggers & Patterns

DATE / SITUATION	WHAT HAPPENED BEFOREHAND?	WHAT DID I NOTICE?	WHAT DID MY CHILD SAY?	WHAT HAPPENED AFTERWARDS?

- Times/days that seem harder
- Places or situations that seem harder
- People/interactions that seem relevant
- Physical signs I notice
- Patterns I want to discuss with school/professionals

Support & Adjustments

What Have We Tried?

SUPPORT / ADJUSTMENT	DATE STARTED	WHO ARRANGED IT?	WHAT HAPPENED?	DID IT HELP?	NEXT STEP

Later start · quieter arrival · safe person · reduced timetable · movement/sensory breaks · different learning environment

- What seems to help most?

- What seems to make things harder?

Communication & Evidence

Keeping a Clear Record

DATE	WHO / ORGANISATION	EMAIL / CALL / MEETING	WHAT I RAISED	RESPONSE / ACTION	FOLLOW-UP DATE

Evidence / documents to keep together

☐	Attendance information	☐	Professional reports
☐	Emails	☐	Medical information where relevant
☐	Meeting notes	☐	Child's views
☐	School support plans	☐	Other:

The Bigger Picture

- Over the last ..... weeks, I have noticed...
- The situations that appear most difficult are...
- The things that appear to help are...
- My child's views are...

The three things I most want to discuss next are:

1

2

3

SEND Sorted tip

Don't only record the days your child doesn't attend. A child may attend school and still experience significant distress before, during or afterwards. Recording the wider picture can help you notice patterns that an attendance percentage alone won't show.

Disclaimer: This tracker is for organisation and record-keeping only. It is not a diagnostic tool and does not replace medical, mental health, educational or legal advice.