Discussing a flexible attendance plan

When School Feels Impossible • Julie A Milner

Use this as a starting point. Replace the square brackets, keep only what fits your family, and check the recipient before sending.

Date: [date]

To: [recipient]

Subject: Request to discuss a manageable plan for [child's name]

Dear [name],

Thank you for the support you have offered [child's name] so far. We would appreciate a conversation about how school can feel more manageable while supporting their learning and wellbeing.

At present, [describe what is difficult]. We have noticed that [what helps or makes things harder].

Could we meet to consider a personalised plan, including possible adjustments to arrival, transitions, the environment, lessons or timetable? We understand that any temporary changes to attendance would need to follow the relevant school and local authority arrangements.

It would help to agree how [child's name]'s views will be heard, how education will continue, who our main contact is, what to do if the plan becomes difficult, and when we will review it.

We would like to find small, realistic steps that can be sustained rather than rush into a plan that does not meet their needs.

Many thanks,

[Your name]

Helpful note

A reduced timetable is not an automatic entitlement or a universal solution. Ask the school to explain the relevant arrangements and how education will be maintained.