

Parent Conversations for Attendance Conferences

Introduction

Greeting and Purpose: Start by greeting the parent or guardian warmly and explaining the purpose of the interview. For example, "Thank you for meeting with me today. We're here to discuss your child's school experience and explore ways we can support their success."

Main Body

Discuss Concerns About Absences/Truancies:

1. "When did you first become concerned about your child's absences from school?"
2. "Can you tell me where your child might be when they are not at school?"

Explore Child's Strengths and Struggles:

3. "What is one thing that your child excels at? What do they find challenging?"

Identify Barriers to Success:

4. "In your view, what are the main reasons your child might not be doing well in school?"

Household Environment and Rules:

5. "Could you describe some of your household rules? How do you enforce these rules?"

Suggestions for Improvement:

6. "What do you think your child needs to do differently to succeed in school?"
7. "What changes are you willing to make to support your child's success in school?"

School Support and Communication:

8. "How can the school better support your child?"
9. "Do you feel supported by the school? Is there a staff member who has been particularly helpful?"

Conclusion

Open-Ended Question:

10. "Is there anything else you would like to add or discuss today?"

Post-Interview Actions and Recommendations

- Explain how the information will be used to support their child and outline any next steps.
- Offer resources or recommendations based on the discussion, such as connecting with school counselors, setting curfews, and engaging in school activities.



- Confirm any follow-up actions, like scheduling another meeting or providing contacts for additional support.

Closing

- Thank You and Farewell: Thank the parent or guardian for their time and input. Express a commitment to working together for the child's benefit.

Notes for the Interviewer:

- Maintain a supportive and non-judgmental tone throughout the interview.
- Listen actively and allow the parent/guardian to express their thoughts and feelings fully.
- Be prepared to provide immediate support or refer to specific resources as needs are identified during the interview.