

The County Attendance Team Case Process Flow Chart Sept 2017

School's Responsibility Pre Referral	
<p>If a pupils' attendance is less than 90%, the school identifies the reason for absence. If a cause for concern, contact parents by phone, letter, or invite parents to a Parenting Contract Meeting to identify any support required. Consider a home visit and start the Early Help Assessment process, to be completed asap. Set achievable attendance target with parents and pupil. If the absence is due to illness over 5 days or in a regular pattern, seek written permission from the parents to contact GP for confirmation that pupil is too ill to attend. Set review date not more than 20 days later. Consider Penalty Notice if appropriate.</p>	
Review attendance, up to 20 days later.	
↓	Attendance target not met
<p>School to set up a Multi-agency planning meeting or TAF (Team Around the Family), inviting parents, pupil, LCSS (Locality Community Support Service), and other agencies who may be working with the family to attend. This meeting will draw up an attendance action plan and will identify what support the pupil/parents may require to improve attendance. Set review date not more than 20 days later.</p>	
↓	Attendance action plan fails to improve attendance
<p>Referral to The County Attendance Team by completing in full the appropriate form. A referral will only be accepted if the pupil has at least 10% unauthorised absence and legal action is required to ensure regular attendance at school. Referrals will also be accepted when pupils are thought to be illegally employed.</p> <p>A referral will only be accepted when all steps above have been attempted and evidence provided.</p>	

CAT Responsibility Post Referral			
<ul style="list-style-type: none"> Decision taken by Senior County Attendance Officer on appropriateness of referral and legal route to be taken School Attendance Orders will lead to S444 prosecution if no compliance by parents 			
S444(1)	S444(1A)	ESO	Parenting Order
1st Warning letter issued together with PACE letter when referral accepted			
<ul style="list-style-type: none"> Attendance Panel Meeting (CAO, Parents, Child, school,) or PACE (Police and Criminal Evidence) meeting held in school within 5 weeks of referral Reg cert sent with invite, phone reminder to parents before meeting APM (Attendance Panel Meeting) Recorded and attendance target set 			
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<ul style="list-style-type: none"> If target met, send letter, review within further 5 weeks If target not met within 5 weeks of Attendance Panel or PACE Meeting proceed to Final Warning 			May be added to S444(1) & (1A) if required
Final Warning Letter issued. Papers submitted to court			

