

Steps to take before initiating legal proceedings

Support for the child

Anxiety

- Has the child suggested that they have feelings of anxiety?
- Have steps been taken to alleviate these feelings?
- Is there evidence of child-on-child abuse or bullying?
- Are home life or parenting styles causing concern for the child?
- Has a part-time timetable been considered to support return to full-time learning?
- Have the parents applied to their GP, TIC+ or CAHMS for a referral?

SEN

- Has specialist advice been sought?
- Has the feedback been implemented?

Patterns

- Have patterns in attendance been identified and addressed?

Section 19

- Has a referral been considered?

Support for the parents

Communication

- Are communication lines with the parents open?
- Are both parents contacted with information from school?
- Is communication delivered in an alternative language or format?
- Are parents aware that legal proceedings are being considered and what that means for them?
- How often does the school send out leaflets about attendance? (Available on Schoolsnet)

Meetings

- Have meetings with the parents been arranged, either on- or off-site as necessary?
- Have AIM (Attendance Improvement Meetings) been arranged and held?
- Has the attendance of parents and outcome been recorded?

Improvement

- Has a Attendance Contract been considered?

Support for the family

Collaboration

- Are the parents in need of support for the whole family?
- Has transport assistance been investigated?
- Have schools where siblings attend been contacted and consolidated plans been arranged?
- Have parenting courses and family support been considered?
- Has Early Help been considered?



Has the graduated pathway been followed to identify barriers to regular attendance?

Support for the school

Intervention

- Have all absences been recorded as unauthorised?
- Has evidence been collated for absences from the initial period of unauthorised absences?
- Has all communication with parents been recorded with names, dates and details of information?
- Has the Inclusion Officer been made aware of the attendance issues?

Policies

- Has the Attendance Policy been available to all parents?
- Does it have a clear definition of what the school regards as 'regular attendance'? For example: We regard regular attendance for all children to be in school, on time. This is for every session of every day that the school is open to them.
- Has it clear information regarding the school's expectation of good attendance and consequences of poor attendance?
- Has it guidance on how to approach the school regarding attendance concerns?
- Has it been updated in the last 12 months, and follow the WTTISA?