

# 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?

