

Attendance Connections

Checking the Finer Points

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Living our values every day



Accountable



Integrity



Empower



Respect



Excellence





Welcome

Capita Portal with proceeding to
Prosecution

Where to see your cases' updates

Witness statement and exhibit feedback

What to expect as part of the feedback process

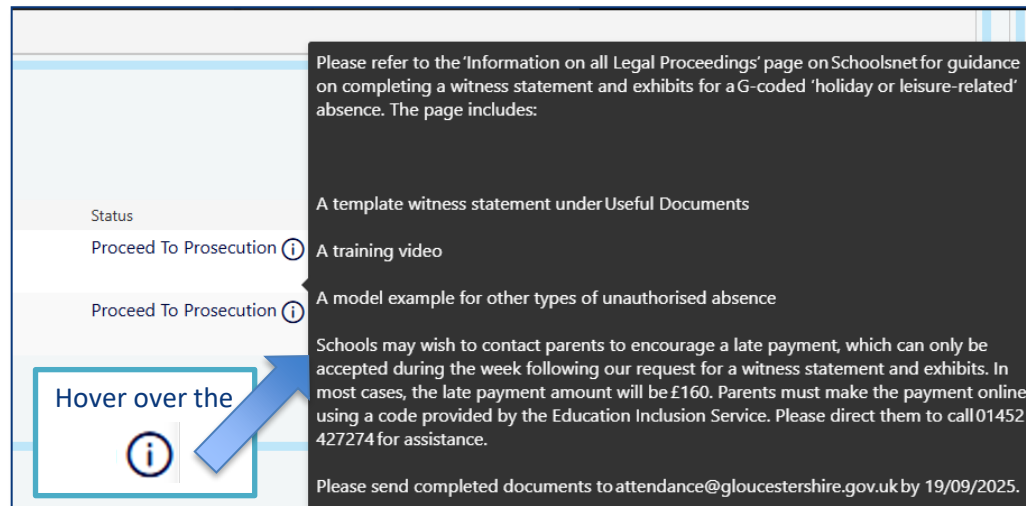
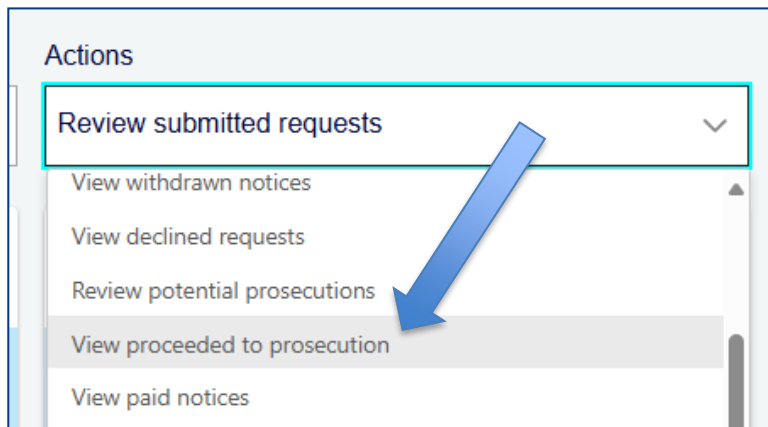
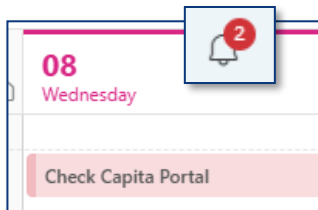
Review of the term so far

What wins and whines are we experiencing?



Proceeding to Prosecution

Regular log ins to the Capita portal allow you to see your cases' progress



As soon as a case has proceeded to prosecution, you can request a new penalty notice for the child if the unauthorised absences threshold has been met again.

Proceeding to Prosecution

Regular log ins to the Capita portal allow you to see your cases' progress

08
Wednesday



Check Capita Portal

Actions

Review submitted requests

View withdrawn notices

View declined requests

Review potential prosecutions

View proceeded to prosecution

View paid notices



Are we using the portal
as a proactive tool or
just checking in when
something goes
wrong?

Please refer to the 'Information on all Legal Proceedings' page on Schoolsnet for guidance on witness statements and exhibits for a G-coded 'holiday or leisure-related' absence.

Parental consent under Useful Documents

Types of unauthorised absence

Please contact parents to encourage a late payment, which can only be made following our request for a witness statement and exhibits. In the event of a late payment, the amount will be £160. Parents must make the payment online via the Education Inclusion Service. Please direct them to call 01452 300000.

Please send completed documents to attendance@gloucestershire.gov.uk by 19/09/2025.

As soon as a case has proceeded to prosecution, you can request a new penalty notice for the child if the unauthorised absences threshold has been met again.

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Please note that this is not an exhaustive list

Witness Statements and Exhibits

Witness Statement

Legal and Procedural Accuracy

- The witness statement must be legally compliant (support documents and examples are available on Schoolsnet).
- Each parent must have a separate witness statement, and the children are listed together. Parents are tried separately.
- The witness statement should only reference the parent it concerns, e.g. "CHILD lives with PARENT," rather than "CHILD lives with PARENT and PARENT."
- If the parents are separated, the parent of the witness statement must be identified as a parent of the witness. Refer to the wording in the template.
- All references to signatures must include a written signature (electronic is acceptable). N.B. There is one at the bottom of the declaration and when the witness statement is complete; there is also a space for a signature in the footer of each page.
- The definition of *regular attendance* must be a direct copy from the attendance policy and included as a full sentence.
- The attendance percentage cited should reflect the whole academic year, as shown on the attendance certificate.
- Schools should not include expected attendance percentages in policies or witness statements e.g. 97% attendance (as per guidance since 2023).
- The witness statement should include a summary of what each exhibit shows, rather than relying on the exhibits to tell the story. This helps ensure the statement provides a clear narrative, with the exhibits supporting it as evidence.
- Hearsay must be avoided; only include information that the witness has directly seen, heard, or done themselves. Statements based on second-hand accounts are not admissible in court.

Layout and Formatting

- Documents must be scanned in the correct order and orientation.
- All highlighting and unnecessary brackets should be removed from the documents.
- Font, spacing, and use of formal English should be consistent throughout, e.g. '...', see exhibit AA01.'
- Check for correct use of singular/plural forms.
- If the Headteacher is the witness, use the pronoun "me" when referring to the decision to unauthorise the absence (e.g., holiday requests).
- Dates should appear in the DD/MM/YYYY format. If an alternative format is used (e.g. "1st June 2025"), it must be applied consistently and always include the year.

Clarity and Tone

- Avoid redundant phrasing (e.g., "not authorised as an exceptional circumstance as it was not deemed exceptional"). A brief reason may be given or simply state that it did not meet the school's threshold.
- Ensure sentence flow is natural and avoid placing full stops mid-sentence, especially when referencing exhibits.
- Avoid bullet points in the statement, as the text will be read aloud.
- Ensure the documents read clearly and professionally, with logical structure and appropriate tone.

STATEMENT OF WITNESS

(Criminal Procedure Rules, r. 16.2; Criminal Justice Act 1967, s. 9)

STATEMENT OF **Insert first name and surname of witness**

Age of witness (if over 18, enter "over 18"): Over 18

This statement (consisting of # pages **Do not count the exhibits' pages here**) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signed: _____ (Witness) Date: _____

Remove from final version –

Please note:

- The Head is typically the person with authority to grant/refuse absences from school; if this authority has been granted to another member of staff, this should be reflected in the attendance policy and in the witness statement.
- Adjust the sentences below to give an accurate account of the circumstances of the case.
- The witness statement and exhibits should only reference the parent of the case – for parents who are separated, this is especially important.
- The witness statement and exhibits should give a full reference to what has happened, using the parent's first and last name, and the name(s) of the members of staff involved in the case, especially for telephone conversations. Logs and how/where they are kept can be exhibited, and an explanation of what their function is should be included in the witness statement.
- The witness must sign all highlighted sections e.g., at the end of the statement and at the bottom of each page.
- Please remove all highlighting and unnecessary sections for the final version.



Please note that this is not an exhaustive list

Witness Statements and Exhibits

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- The attendance percentage cited should reflect the whole academic year, as shown on the attendance certificate.
- Schools should not include expected attendance percentages in policies or statements.
- The witness statement should include a summary of what each exhibit shows, providing a clear narrative, with the exhibits supporting it as evidence.
- Hearsay must be avoided; only include information that the witness has directly observed. Hearsay is not admissible in court.

Layout and Formatting

- Documents must be scanned in the correct order and orientation.
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- Font, spacing, and use of formal English should be consistent throughout.
- Check for correct use of singular/plural forms.
- If the Headteacher is the witness, use the pronoun "me" when referring to the school.
- Dates should appear in the DD/MM/YYYY format. If an alternative format is used, it must be consistent throughout the statement.

Clarity and Tone

- Avoid redundant phrasing (e.g., "not authorised as an exceptional circumstance" when the statement is about a child who did not meet the school's threshold).
- Ensure sentence flow is natural and avoid placing full stops mid-sentence, especially when referencing exhibits.
- Avoid bullet points in the statement, as the text will be read aloud.
- Ensure the documents read clearly and professionally, with logical structure and appropriate tone.

If this statement were read aloud in court, would it tell a clear, confident story or leave room for doubt?

STATEMENT OF WITNESS

(Criminal Procedure Rules, r. 16.2; Criminal Justice Act 1967, s. 9)

STATEMENT OF **Insert first name and surname of witness**

Age of witness (if over 18, enter "over 18"): Over 18

This statement (consisting of # pages **Do not count the exhibits' pages here**) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signed: _____ (Witness) Date: _____

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- The witness must sign all highlighted sections e.g., at the end of the statement and at the bottom of each page.
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Witness Statements and Exhibits

Exhibits

Legal and Procedural Accuracy

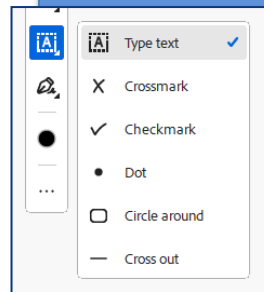
- All exhibits must be clearly labelled using the witness's initials followed by 01, 02, etc. This includes the front page of the attendance policy.
- Each exhibit must be signed and dated by the witness, with the label.
- Exhibits must appear in chronological order in the statement and appear in order when presented.
- If exhibits are the same for both parents, the same labels can be used. If there are differences, labels must reflect this accordingly.
- Attendance certificates should:
 - appear chronologically (for each child) rather than as one exhibit.
 - show the academic year's attendance, including the dates of absence and show a present mark after the absence.
 - include the Headteacher's signature and the date it was signed.
 - the pupil's full name and date of birth.
- The entire attendance policy must be included and be checked against the *Paperwork Checklist* (available on Schoolsnet).
- Notices to Improve do not need to be exhibited by schools; as they and Penalty Notices are issued by the LA, they are a part of our exhibits for the case.

Layout and Redaction

- Labels must appear clearly on the top right corner of the front page of each exhibit, so they are visible when printed.
- All sensitive information must be fully redacted, including:
 - Names of other pupils (e.g., if another child informed the school of a holiday).
 - References to the other parent (if not the subject of the current case).

Exhibit AP01
09/10/2025

A Person



Witness Statements and Exhibits

Support First: Evidence of Early and Sustained Intervention

As part of Gloucestershire's 'Support First' ethos, it is essential that schools demonstrate the support offered to pupils and families prior to issuing a Notice to Improve, and during the improvement period. This ensures that legal intervention is clearly a last resort, and that the school has been relentless in offering help.

Please review the following areas and ensure they are clearly evidenced in your submission:

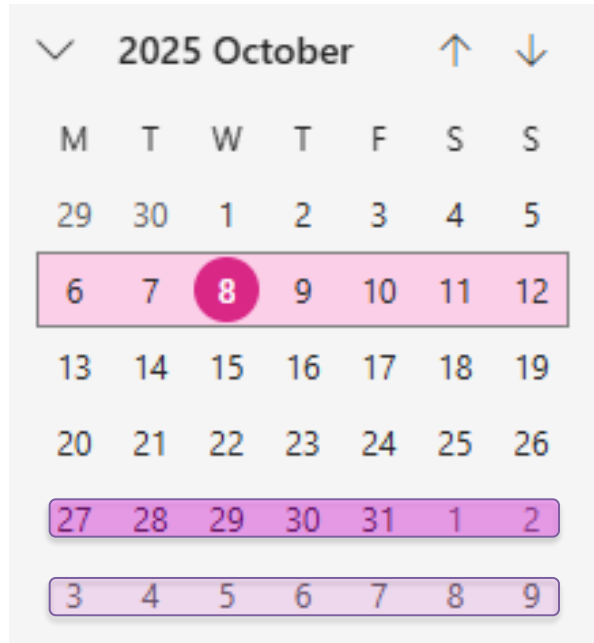
- **Timeline of Support:** Include a clear chronology of actions taken from the first signs of concern to the point of legal escalation. This should align with attendance data and show sustained effort.
- **Relational Support:** Evidence how the pupil was supported (e.g. buddy systems, praise postcards, incentives).
- **Family Engagement:** Show how the school worked with the family
 - Home visits
 - Informal and formal meetings
 - Offers of Early Help or referrals to external agencies
 - Attendance Contracts or My Plans
 - Communication tailored to family needs (e.g. language, culture)
- **School Actions:** Detail how the school adapted its practice
 - Modified timetables or wrap-around care
 - Use of Attendance Champions
 - Collaboration with professionals (e.g. TICS, MASH)
 - Consideration of Section 19 or Education Orders
- **Evidence of Declined Support:** If support was offered but not engaged with, this should be noted factually and respectfully, with dates and outcomes.
- **Monitoring and Follow-Up:** Include how the school monitored the improvement period and reviewed progress with the family.

Are we showing the court that legal action was truly a last resort?

Please consider these points for
Other
Unauthorised Absences

This section should appear in the witness statement narrative, not just in the exhibits, to ensure the court sees the full context of support offered.

Review of the year so far



What has gone well for this term?

What are your goals for next term?





Any questions?

