

# Attendance Connections

## Checking the Finer Points

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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?

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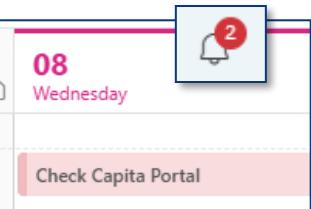
Respect



Excellence



# Proceeding to Prosecution



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

**Actions**

- Review submitted requests
- View withdrawn notices
- View declined requests
- Review potential prosecutions
- Review proceeded to prosecution**
- View paid notices

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

- A template witness statement under Useful Documents
- A training video
- A model example for other types of unauthorised absence

Schools may wish to contact parents to encourage a late payment, which can only be accepted during the week following our request for a witness statement and exhibits. In most cases, the late payment amount will be £160. Parents must make the payment online using a code provided by the Education Inclusion Service. Please direct them to call 01452 427274 for assistance.

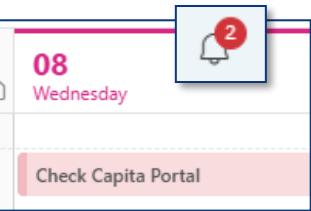
Please send completed documents to [attendance@gloucestershire.gov.uk](mailto:attendance@gloucestershire.gov.uk) by 19/09/2025.

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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# Proceeding to Prosecution



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

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 statement and exhibits for a G-coded 'holiday or leisure-related' cases:

parent under Useful Documents

er types of unauthorised absence

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

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.

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### 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 individual(s) involved in the absence and the reason(s) for the absence. Logos and whereabouts 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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## **Legal and Procedural Accuracy**

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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 witness statements.
- The witness statement should include a summary of what each exhibit shows and provides a clear narrative, with the exhibits supporting it as evidence.
- Hearsay must be avoided; only include information that the witness has directly heard or seen.

## Layout and Formatting

- Documents must be scanned in the correct order and orientation.
- All highlighting and unnecessary brackets should be removed from the document.
- Font, spacing, and use of formal English should be consistent throughout, e.g. throughout the entire document.
- Check for correct use of singular/plural forms.
- If the Headteacher is the witness, use the pronoun “me” when referring to themselves.
- Dates should appear in the DD/MM/YYYY format. If an alternative format is used, explain.

## Clarity and Tone

- Avoid redundant phrasing (e.g., “not authorised as an exceptional circumstance” when the text is referring to a situation that 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

# Witness Statements and Exhibits

## Exhibits

### Legal and Procedural Accuracy

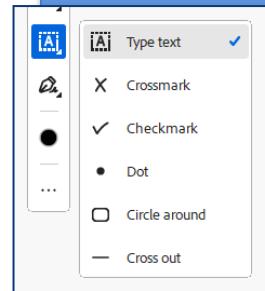
- All exhibits must be clearly labelled using the witness's initials followed by 01, 02, etc. This includes the front page of the attendance policy.
- Each exhibit must be signed and dated by the witness, with the label.
- Exhibits must appear in chronological order in the statement and appear in order 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



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# 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 families:
  - 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. translated)
- School Actions: Detail how the school adapted its practice:
  - Modified timetables or wrap-around care
  - Use of Attendance Champions
  - Collaboration with professionals (e.g. TiC, Health Visitors)
  - Consideration of Section 19 or Education Health Care Plans
- Evidence of Declined Support: If support was offered but not engaged with, this should be noted tactfully 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.

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# Review of the year so far

2025 October						
M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

What has gone well for this term?

What are your goals for next term?

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# Any questions?

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