

‘First Signs to Legal Intervention’

Attendance Team
Education Inclusion Service

Living our values *every day*




Contents

- ‘Steps to take...’
- ‘First Signs’
- ‘Notices to Improve’

Steps to take before initiating legal proceedings

Support for the child	Support for the parents	Support for the family	Support for the school
<p>Anxiety</p> <ul style="list-style-type: none"> Has the child suggested that they have feelings of anxiety? Has 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 the child's timetable been considered to support return to full-time learning? Have the parents applied to their GP, TIC+ or CAHMS for a referral? <p>SEN</p> <ul style="list-style-type: none"> Has specialist advice been sought? Has the feedback been implemented? <p>Patterns</p> <ul style="list-style-type: none"> Have patterns in attendance been identified and addressed? <p>Section 19</p> <ul style="list-style-type: none"> Has a referral been considered? 	<p>Communication</p> <ul style="list-style-type: none"> Are communication lines with the parents open? Are 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? 	<p>Collaboration</p> <ul style="list-style-type: none"> Are the parents in need of support for the whole family? Has joint assistance been investigated? Have schools where siblings attend been contacted and consolidated plans been arranged? Have parenting courses and family support been considered? 	<p>Intervention</p> <ul style="list-style-type: none"> Have all absences been recorded as unauthorised? Have absences 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? Use the <i>Intervention</i> section here

From First Signs to Legal Intervention

ATTENDANCE
100%-96%

Super Support

Therapy dog
Praise postcards
Golden Tickets
Extra small
Scooter slots
Extra playtime
Weekly breakfasts
Yr 10 Green buddies
Weekend study and
journals
Art and Wellbeing clubs
Fairground
Art and Wellbeing clubs
Fairground
School Council
Active and engaging
playtime
Rewards
Termly Bingo
Points/Credits/Merits
Choco Lotto
Reward charts
Raffle
Incentives

Support for the child

Record missed work and offer support to catch them up on their return

Support for the family

Regular newsletters with a focus on attendance at the beginning of each term, and within the term as necessary
Regular reminders to check that parents/carers details are accurate

Support for the school

Current attendance policy following DfE and GCC guidelines and available on school website
Investigation into the reason for the absence
Record of investigation with times, full names, and complete notes, avoiding acronyms

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ATTENDANCE
100%-96%

Notice to Improve (NTI)

A notice to improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

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We are a Support First Team

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 Parenting 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?

An attendance guide to support schools, their pupils and families

GCC ATTENDANCE GUIDANCE

'From First Signs to Legal Intervention'
To provide guidance on supporting attendance from early signs to legal intervention

Education Inclusion Team
October 2024

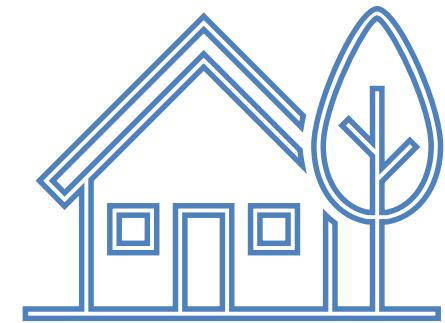
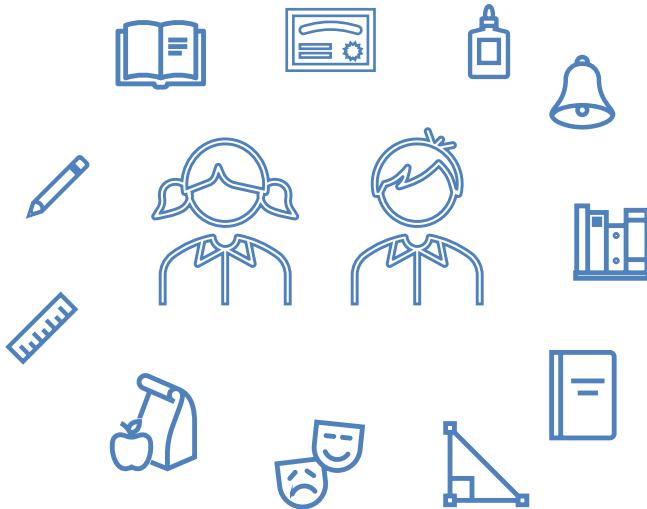
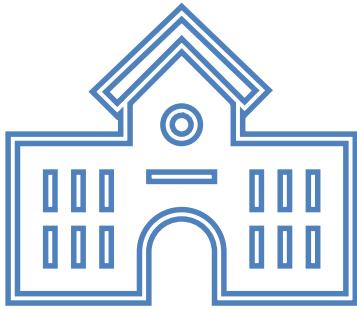
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GCC ATTENDANCE GUIDANCE

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Notice to Improve (NTI)



A notice to improve is an opportunity for a parent to engage in the support offered by the school and improve attendance before a penalty notice is issued.

What are your initial thoughts looking at this register?

Sarah Young

Y2

DOB 14/07/2018

	Mon	Tue	Wed	Thu	Fri
02/09	# #	# #	/ \	/ \	/ \
09/09	0 0	0 0	/ \	/ \	/ \
16/09	/ \	/ \	G G	G G	G G
23/09	/ -	- -	- -	- -	- -

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Sarah started in Year 2 this term.

She was absent on 09/09 and 10/09 – there was no contact from home, despite calls made to mum, Jenny and dad, Steve.

She talked to her teacher on Wednesday, 11/09 and said that she had not felt well.

This was reported on the school's communication log.

On 18/09, she was absent for a long weekend and returned to school on 23/09.

What was done to support Sarah?

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Sarah's absences have met the threshold for requesting a Notice to Improve and the school can show what interventions they put in place to support Sarah and her family when they request an NTI through the Capita Module

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This was reported on the school's communication log.

On 18/09, she was absent for a long weekend and returned to school on 23/09.

A Notice to Improve should be sent to give parents a final chance to engage in support



GCC will issue the Notice to Improve on behalf of the school



An email will be sent to each parent through the CAPITA One FPN application



Recommended length of improvement should be between 3 and 6 weeks



Sufficient improvement shall be no more unauthorised absences (unless an alternative, tailored to the family, has been previously agreed with GCC officers)



Schools will monitor the improvement period and request a penalty notice through Capita if the criteria are met

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When may a penalty notice for absence be appropriate?

10 unauthorised sessions in 10 weeks

G, N, O, U, and a combination of these codes

When a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks, with one of, or a combination of the following codes:

- (a) code G (the pupil is absent without leave for the purpose of a holiday)
- (b) code N (the circumstances of the pupil's absence have not yet been established),
- (c) code O (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies)
- (d) code U (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

If in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met.

A school week means any week (Monday to Sunday) in which there is at least one school session.

The 10 school-week period when the national threshold applies may span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

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Accountable

Integrity

Empower

Respect

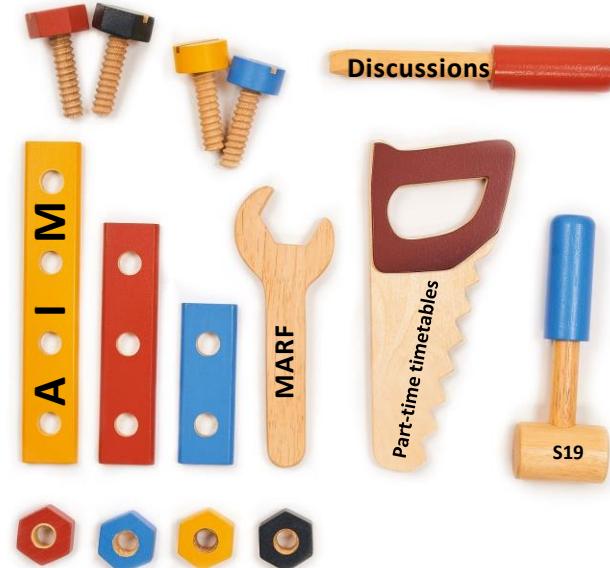
Excellence



Is it the best tool for the job?

If repeated penalty notices are being issued – and they are not working to change behaviour – **they are unlikely to be most appropriate tool.**

The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period.



Similarly to 444(1a) cases, you can show what you have done to support the pupil

121 talks /capturing the child's voice	Graduated Pathway / My Plan / My Plan +
Mentoring/Buddying	GP, TIC+ and/or CAHMS referral
Change in tutor group / seating arrangements	TALC/IC referral
Support with catching up on missed work	Referral to any other muti-agency
Counselling	Attendance Contract
Behaviour support	Early Help
Part-time timetable including date EIS notified	Parenting Courses and Family Support Workers
Alternative Provision including date EIS notified	Attendance Improvement Meetings
Patterns in attendance certificate identified/addressed	Contact with siblings' schools
	Identification of transport needs
	Other



We have launched the new Capita Module and
soon will be receiving requests for
Notice to Improve email notifications
and Penalty Notices

[Video](#) and ['How to' document](#)

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Thank you

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