

## Module 1 · Takeaway

### “Is this a case?”

*Printable. Use this before doing anything else with a potential escalation. If you cannot tick all of Section 1, it is not yet a case.*

#### Section 1 – The three non-negotiables

|                          |                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Offence proven and threshold met (10 unauthorised sessions in 10 weeks), with signed, dated attendance evidence.                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | Correspondence to prove chronology: request from the parent(s) (or a letter from the school giving your reasons for believing the family to be on holiday); cover letter and form to state the absence is unauthorised, including legal information for first, second or third offence; support offered where applicable; further correspondence where applicable |
| <input type="checkbox"/> | Escalation justified: it is clear why legal action is now the last step, and that support was tried first.                                                                                                                                                                                                                                                        |

#### Section 2 – The basics that get cases declined

|                          |                                                                                                                                                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Full names, addresses, email addresses and dates are present and correct.                                                                                                                            |
| <input type="checkbox"/> | Every parent responsible for the mischief of removing the child from school or being responsible for the child's absence is named correctly. N.B. review the alterations when parents are separated. |
| <input type="checkbox"/> | It reads as fact, not hearsay: who recorded what, and when.                                                                                                                                          |
| <input type="checkbox"/> | It would make sense to someone who has never met this family (the court, and the parent).                                                                                                            |
| <input type="checkbox"/> | Redaction removes only confidential or surplus detail, not the evidence the case relies on.                                                                                                          |

#### Section 3 – Red lines (any one = STOP)

|                          |                                                        |
|--------------------------|--------------------------------------------------------|
| <input type="checkbox"/> | Below threshold → not yet a case.                      |
| <input type="checkbox"/> | Child not of compulsory school age → stop.             |
| <input type="checkbox"/> | PN requested before an appropriate NTI → stop.         |
| <input type="checkbox"/> | Looked After Child → legal intervention not available. |