

Module 3 · Takeaway

Support-first evidence checklist

Printable. Use it as you go, not at the end. Every line should have a date and a name.

Recorded, dated and named

☐	Graduated support offered, escalating as attendance fell (My Plan/My Plan+, Early Help, home visits, contracts). Refer to 'From First Signs to Legal Intervention' document
☐	Pupil voice captured, with reasons for absence explored.
☐	Every communication and meeting logged centrally, no acronyms.
☐	Parents informed in writing of responsibilities and the legal route, before any legal step.

Where siblings attend different schools

☐	Attendance data shared between schools.
☐	One lead contact agreed per family.
☐	Support and any legal intervention coordinated.