

Module 5 ★ · Takeaway

Witness statement structure sheet

Printable. Include these elements.

The ten building blocks

☐	1. Witness (typically the Head) & school details + statement of truth and legal warning.
☐	2. Pupil & parent information (names, DOB, address, relationships, distance to school). – name the one parent per statement; list the children together
☐	3. Attendance policy (copy; definitions of regular attendance and exceptional circumstances).
☐	4. Attendance record (sessions, percentage, below threshold, signed).
☐	5. G coded absence – request from parent and school's response with cover letter
☐	5. Communication & support history (dated).
☐	6. Pupil voice.
☐	7. Parental engagement (responses or non-response).
☐	8. Legal threshold & enforcement (threshold met, NTI issued, PN requested, any MARF).
☐	9. Exhibits, labelled (initials + 01, 02...) and referenced in order.
☐	10. Signed and dated, with the declaration of truth.

Final checks (do not skip)

☐	Proof-read for spelling and grammar.
☐	Events in chronological order.
☐	Exhibits labelled in the order they appear.
☐	Redact third-party, medical and GDPR-protected detail; keep the evidence.

Would this stand up in court?

☐	Remove the exhibits: does the statement still tell the whole story?
☐	Is every line fact you could defend, not opinion or hearsay?
☐	Is the offence proven, the chronology clear, and the escalation justified?