OTFORD PRIMARY SCHOOL

Attendance Policy

Reviewed and Approved by: The Governing Body

Date: Autumn 2026

For Review: Autumn 2027

Based on model policy from KCC

Statement of Intent

Otford Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of termly and annual awards to promote good attendance and punctuality.

For children whose attendance is 100%, at the end of terms 2, 4 and 6 they will receive an outstanding attendance certificate. For children whose attendance is between 97% and 99% they will receive a Silver attendance certificate and for those whose attendance is between 95% and 96% they will receive a Bronze Certificate. For some children who have suffered an acute illness, which is supported by medical evidence, this period of absence may be adjusted in the calculations for the termly certificates.

The Governors, Head teacher and Staff in partnership with parents have a duty to promote full attendance at Otford Primary School.

Parent Responsibility

Parents/Guardians have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Full attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.

Pupils are expected to arrive by 8.55am. All pupils that arrive late must report, with their parent, to the school office where the reason for lateness is recorded.

The Role of the School Staff

At Otford Primary School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Head Teacher has overall responsibility for monitoring attendance issues.

Class teachers complete a register at the beginning of each morning and once at the start of the afternoon session. Marking the attendance registers twice daily is a legal requirement (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils

present, absent or late. The class teacher notifies the Head Teacher of children whose attendance is causing concern.

It is the responsibility of the Attendance Officer, to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence via school messaging system or phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven-day reply deadline before the absence is unauthorised
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents informed termly of child's attendance figure at the end of Terms 2, 4 and 6. Parents/carers also informed on a weekly basis of their child's yearly attendance % to date.

Timeline of School Action for Poor Attendance

- 95 – 100% attendance – class teacher to investigate and notify The Attendance Officer of concerns. The Attendance Officer to contact parent if appropriate.
- 90 – 95% attendance – school intervention letters/meeting with parents – consider Penalty Notice or Early Help Notification.
- Below 90% - where the absences have not been authorised consult with the Local Authority School Liaison Officer. The Inclusion and Attendance Service may be considered.

Children Missing Education

No child should be removed from the school roll without consultation between the Head Teacher and Inclusion and Attendance Service when appropriate. Please see circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Lateness

At Otford Primary School, the register is taken at 8.55 am and 1 pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and

reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.10 am and 1.15 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.
Frequent lateness after the register has closed (U) will be discussed with parents, opportunities will be given for parents to meet the Senior Leadership Team to discuss support which could be offered to the family, this may include a referral to the Early Help Team. Frequent lateness could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct revised August 2024.

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15-day period, Penalty Notice(s) will be issued (one per parent, per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

Authorising Absence

Only the Head teacher can authorise absence, the Head teacher will individually assess each request. The Head Teacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays
- Weddings

Persistent unauthorised absence may result in a referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings MUST be attached to the referral form with any other relevant information.

Local Authority Action may include:-

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notices for Poor Attendance – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in August 2024.

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.
- Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or a period of 50 days of schooling-these do not need to be consecutive.
- The Attendance officer at Otford will issue a warning letter setting out 20 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 20-day period a Penalty Notice will be issued (one per parent per child).

Exceptional circumstances could include: -

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining "exceptional" are rare, significant, unavoidable and short. And by "unavoidable" it implies that an event could not reasonably be scheduled at another time. It is important to note that Head Teachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first offence, the second notice is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.

Part payments or payment plans are not acceptable and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice.

Payment after the deadline may be accepted in exceptional circumstances. In this situation, the higher amount of £160 is usually payable and must be paid immediately and in full.

Two Penalty Notice Limit and escalation in cases of repeat offence

The first penalty notice issued to a parent in respect of a pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

Failure to pay the penalties in full at the end of the 28-day period may result in prosecution by Kent County Council.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. If the national threshold of 10 unauthorised sessions in 10 weeks is met, a referral made be made to Kent County Council for prosecution in the Magistrates' Court.

Attendance and Lateness

If a new pupil has a history of poor attendance at their previous school, there will be a prestart attendance meeting held. The school has a 'five-step' approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and discuss each case carefully.

'Five Steps'

1. Where there has been no contact from parents, first day contact via phone or messaging service for all pupils.
2. Discussion with School Liaison Officer (SLO)or Inclusion and Attendance Service Duty Staff to identify pupils with attendance below 90%, monitoring trends in pupil attendance and lateness.
3. Invitation to meet with school staff. (Headteacher and Senior Leadership Team)
4. Initiate an Early Help Referral if necessary.
5. Referral to Inclusion and Attendance Service.

Leave of Absence

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- With leave (the school has given permission)
- Due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- Religious observance
- Failure by the Local Authority to provide transport.

In law, these are the only acceptable reasons for a child being absent from school.

The Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

GDPR

Attendance and lateness records are up to date and kept electronically and preserved for 6 years under GDPR best practice.

Parents are informed yearly of their child's attendance figure, however this can be requested from the Attendance Officer at any point in the year

Analysis of weekly, termly and yearly attendance data by the Attendance Officer. The necessary statutory data returns are made to the local authority

A pupil's social worker and/or youth offending team worker are notified if there are unexplained absences from school.

Procedures Regarding Absence from School at Lunch

The legal position is that lunchtime is part of the legally defined school day, so the school has control of what happens in this time. It is therefore not a right of a parent to expect their child to be released into their care during this time. However, the school will respond to parental requests for their children to go home for lunch on a regular or ad-hoc basis. The school reserves the right to grant or refuse this request and to discipline the student if they misbehave whilst off the school site, including withdrawing the permission if this is seen as the most appropriate action.

Parental requests:

Parents need to request permission in writing, outlining the reason for their child/children to leave school at lunchtime to go home for lunch. This request has to be made to the Headteacher. The Headteacher will consider the request and if necessary, talk to the parent about it and the implications for the parents regarding their responsibility for the safety, conduct and timely return of their child whilst off the school site. The office staff will sign out and sign back in all pupils. The final decision lies with the Headteacher. Permission has to be sought in writing from the Headteacher and is not automatic. The reason needs to be to go home/to a relative's home for lunch. The permission can be withdrawn by the school at any time and this cannot be appealed against. The behaviour of the pupil is the parent's responsibility whilst off site. Students with permission to leave the site at lunchtime must leave within 10 minutes of the start of lunch and not return until 5 minutes from the end of the break.

Early Collection Procedure

The school day ends at 3.30pm for KS2 and 3:20pm for KS1 and as such we are unable to accommodate requests for regular early pick-ups of children for extracurricular activities such as private tutoring, swimming lessons and sports clubs. Requests may be made for early collection to facilitate ad-hoc urgent medical/dental appointments. Please contact the school office to advise when you would like to collect your child along with evidence of the appointment e.g a hospital letter/appointment card or reminder text. Should this documentation not be given this could result in an unauthorised absence.

Non-Collection Procedure

If a child is not collected at the end of the school day, our non-collection procedure is as follows:
A parent who is running late or delayed is not necessarily a safeguarding concern as long as we are able to make contact with them. However, depending on the circumstances, the school reserves the right to contact the local safeguarding team at any point during this process in order to ask for advice or support. Any substantial delay in the collection of a child will always be followed by a meeting with school and parents to review emergency contact details and protocols.

Appendix 1 Late Letter (Code L)

Appendix 2 Late Letter (Code U)

Appendix 3 Absence Letter

Appendix 4 School Attendance Meeting Letter

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7 Response to Leave Request (Not authorising)

Appendix 8 Leave of absence confirmation of PN request

Appendix 9 Response to Leave without Request

Appendix 10 Traveller Absence Letter

Appendix 11 Traveller Absence (CME)

Appendix 12 Kent School Referral Pathway

Appendix 1

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been arriving late at school. I attach for your information a summary of attendance indicating the days «Name» was late. (Code L)

At Otford Primary School the register is taken at 8.55 am and at 1.10 pm. A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, please do not hesitate to contact us by calling the school and we can discuss further support.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 2

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has arrived after the register has been closed. I attach for your information a summary of attendance indicating the days «Name» was late. (Code U)

At Otford Primary school the register is taken at 8.55 am and is closed at 9.10 am for the morning session and taken again at 1.pm and closed at 1.15 pm for the afternoon session.

Pupils arriving after the register has closed will be marked ‘U’ which records the absence as unauthorised for that session. Arriving after the register has closed is seriously disrupting your child’s learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution. If «Name» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 3

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been absent from school. I attach for your information a summary of attendance indicating the days «Name» was absent. Ten or more unauthorised absences have occurred between xx/xx/xxxx and xx/xx/xxxx.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return. I am sure you share my concern and would wish to work with the school to improve «Name»'s attendance.

If we can help in any way, perhaps via our School Leadership Team, please do not hesitate to contact us.

A penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period of the next 20 school days.(*enter dates)*

Within this 20 school day timeframe we will be looking for an increase in attendance for your child. This is including any persistent lateness to school.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.
If a **second** penalty notice is issued within a rolling 3-year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service. In the event of **three** or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution

Yours sincerely

Mrs H Roberts
Headteacher

Appendix 4

Dear «Name»

Re: «Pupil's name»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «Name»'s attendance at school is currently «Number» % which means he/she has missed «Number» sessions or «Number» days. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «Name»'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

«Name»
«Name»

If this appointment is inconvenient, I would be grateful if you could contact me on 01959 523145 so that an alternative time can be arranged. If you do not attend this meeting and «Name»'s absence continues to deteriorate, a referral may be made to the PRU, Inclusion and Attendance Service.

Thank you for your co-operation.
Yours sincerely

Mrs H Roberts Head
Teacher

Appendix 5 (Penalty Notice)

Dear «Name»

Re «Child's name»

At Otford Primary School we consider attendance of utmost importance and I am therefore bringing this information to your attention. Our monitoring process has shown that «Name» has been absent from school for a total of «Number» unauthorised sessions («Number» days **)**. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £160, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA. Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. If a ***second*** *penalty notice is issued within a rolling 3-year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service. In the event of* ***three*** *or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.'*

Please note, this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me. If further unauthorised absence occur you will be contacted and invited in for a meeting at the school.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 6 (Penalty Notice)

Dear

With reference to our letter dated **(date), (child's name)** has now reached a total of **(number)** sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority. A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 7 (Penalty Notice)

***Holiday request – Refusal letter**

Dear «Name» **PLEASE ALWAYS WRITE TO BOTH PARENTS**

Request for leave during Term-Time «Child's Name»

I have received your request to take «Name» out of school for a family holiday between «Date» and «Date», a total of «Number» school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Name» out of school I will make a request for a Penalty Notice to be issued.

Or

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Attendance Service.

If a **second** penalty notice is issued within a rolling 3-year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service. In the event of **three** or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 8 (Penalty Notice)

Dear

(Child's Name and Date of Birth)

With reference to our letter dated **(date),** the leave of absence taken between **(dates)** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 9 (Penalty Notice)

***Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time but haven't requested it Please always write to all parents/carers**

Dear

You failed to apply in advance for permission for «Name» to be absent from school. From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. *(State why you are treating this absence as a family holiday)*

Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".
I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

The penalty notice gives you the opportunity to pay a penalty instead of being prosecuted for the offence given above. The amount of the penalty is £160 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £80 per parent, per child. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice, i.e. your liability for the offence will be discharged.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 10

Dear «Name»

Traveller Absence

I am writing to say how concerned I am over the number of times «Name» has been absent from school. Since «Date», Name has missed «Number» half day sessions achieving an overall attendance rate of «Number»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «Name»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances.

If «Name»'s attendance does not improve and a referral is made to the Attendance Service, you could be prosecuted in the Magistrates' Court unless you can prove that:

☐☐the child has no fixed abode
OR
☐☐because of the nature of your trade or business (work) you have to travel from place to place and your child has attended school as often as possible
AND
☐☐your child has attended for at least 200 sessions in the past 12 months (for children aged 6 years and over)

If you would like to speak to me about «Name»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Mrs H Roberts
Head Teacher

Appendix 11

Dear «Name»

Traveller Absence

Thank you for contacting me to say that «Name» will be absent from school from «Date» as you will be travelling due to your work.

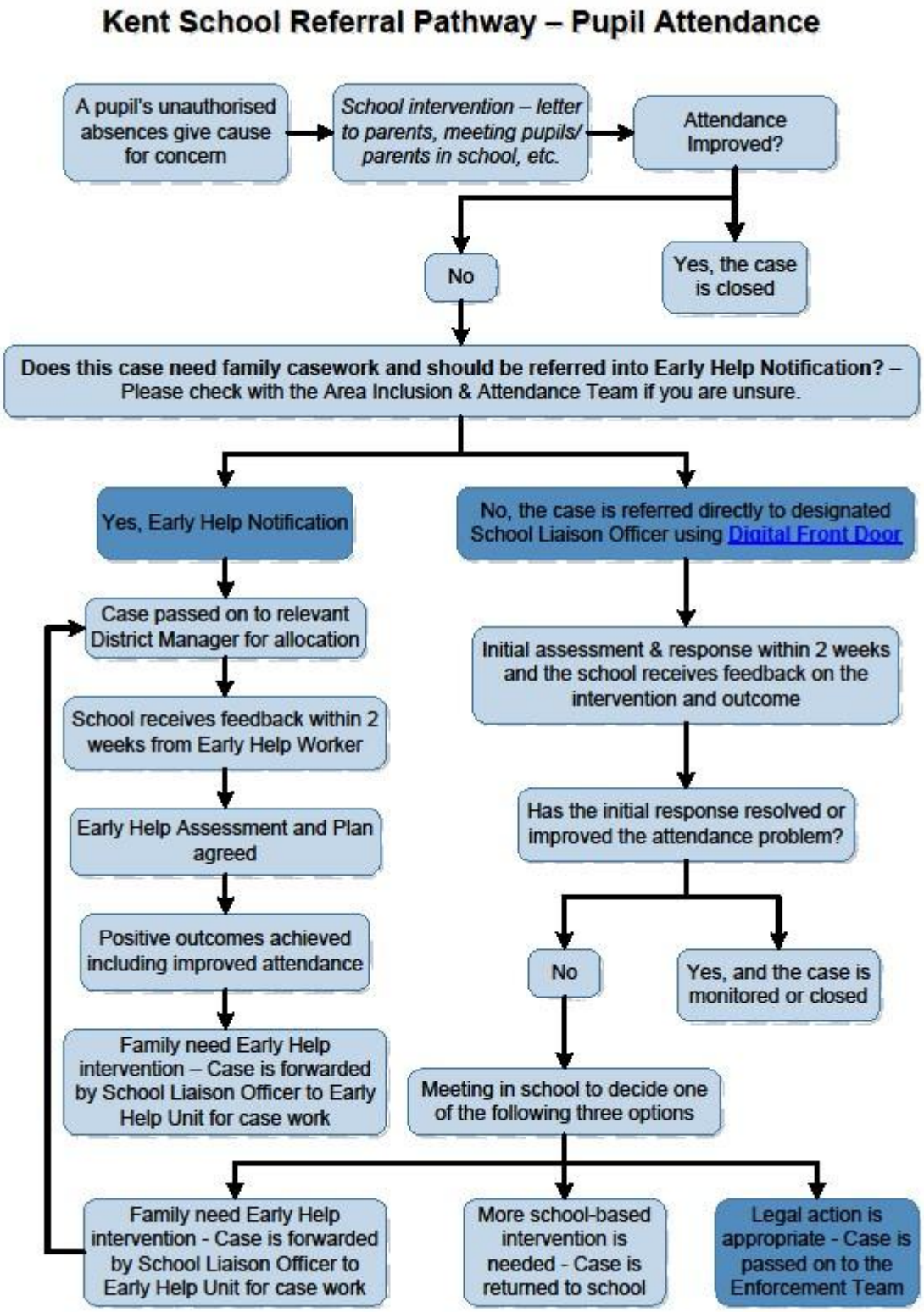
The law allows me to authorise «Name»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «Name» is likely to return to school.

Unless you contact me during the next 10 school days to confirm a date, I will refer «Name» to the Local Authority as a Child Missing Education. After 20 days absence, the Local Authority may give me permission to take «Name»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Mrs H Roberts Head
Teacher

Appendix 12


Kent School Referral Pathway – Pupil Attendance
A pupil's unauthorised absences give cause for concern
School intervention – letter to parents, meeting pupils/ parents in school, etc.
Attendance Improved?
No
Yes, the case is closed
Does this case need family casework and should be referred into Early Help Notification? – Please check with the Area Inclusion & Attendance Team if you are unsure.
Yes, Early Help Notification
No, the case is referred directly to designated School Liaison Officer using Digital Front Door
Case passed on to relevant District Manager for allocation
School receives feedback within 2 weeks from Early Help Worker
Early Help Assessment and Plan agreed
Positive outcomes achieved including improved attendance
Family need Early Help intervention – Case is forwarded by School Liaison Officer to Early Help Unit for case work
Initial assessment & response within 2 weeks and the school receives feedback on the intervention and outcome
Has the initial response resolved or improved the attendance problem?
No
Yes, and the case is monitored or closed
Meeting in school to decide one of the following three options
Family need Early Help intervention - Case is forwarded by School Liaison Officer to Early Help Unit for case work
More school-based intervention is needed - Case is returned to school
Legal action is appropriate - Case is passed on to the Enforcement Team