

School attendance team referral actions

What happens when school attendance team receive a referral from Gateway

1. Referral acknowledged. (holding response)
2. Link Attendance Officer to advise next steps.
3. LA to send referral letter to parent/carers. Letter to explain that contact will be made within two weeks.
4. School to be updated at each stage.

In all cases a letter will be sent to parent/carers to advise referral has been made to the local authority

- LA may arrange parenting contract
- LA may issue warning letters

Parenting contract

1. Officer will discuss reasons/defence and complete contract
2. Agreed timescale for contract
3. What are the views of the child? What are the views of the parent/carer?
4. What support does the family need?
5. Consider wider issues affecting attendance
6. Discuss impact on attainment
7. Discuss the impact of unauthorised absences and next steps if no improvement
8. Agree review appointment
9. Verbal/written warning given

If attendance improves the referral is closed. We will write and provide on-going support.

If attendance has not improved:

- Discuss with attendance team leader
- Review support options
- Meet with Social Care. Is a referral to ECIRS now necessary?
- Consider escalation to multiagency panel if attendance approaching 50% -

If sufficient unauthorised attendance, we will consider a final warning or fixed penalty notice considered. - If further action is required, LA may prepare paperwork/ witness statement - Consider fast track to Magistrates Court Attendance improves, referral closes, LA to write and signpost on-going support

Severely Absent – escalate to multi agency panel Multi-agency panel: Severely Absent <50% will be discussed at a multi-agency panel. School will be invited to attend.

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