

EMERGING CONCERNS

Send parental responsibility letter + offer support and consult Inclusion Support Advisory Teacher

THRESHOLD FOR REFERRAL TO LA

No improvement following support and decision made that further support will not result in improved attendance
Pupil has a minimum of 10 session of unauthorised absence in the previous 10 weeks

HOW TO REQUEST LEGAL ACTION FOR ONGOING UNSATISFACTORY SCHOOL ATTENDANCE

REQUEST FORMAL LA MONITORING

Send failure to improve letter to parent
Complete referral and submit to LA with all necessary documentation

NEXT STEPS

LA will send formal notice to improve to parent
LA will request updated attendance information
School will be notified of outcome