

Attendance & Pupil Welfare Service 'Attendance Intervention Procedure'

Stage 1

School Intervention

- 97-95% Letter ([AL 1.1.0](#)) making parents aware with suggested improvements
- 95-90% Letter ([AL 1.2.0](#)) invitation to meeting in school.

At meeting:

- [Early Help Assessment](#) undertaken
- Inclusion Support Plan (ISP 1.1) agreed (4 weeks approximately)

Interim review after 2 weeks:

- Improvements made – praise and recognition given
- No improvement – progress to Stage 2 ([APWS 1.1.0](#))

Review after 4 weeks:

- Improvements made – praise and recognition given
- No improvement – progress to Stage 2 with referral to APWS ([APWS 1.1.0](#))

Pupil monitored until regular school attendance is achieved and outcomes are clearly evidenced.

Stage 2

Attendance & Pupil Welfare Service Interventions – 'Fast Track' Initiated

Referral received from School (APWS 1.1.0):

- Criteria for involvement checked
 - Evidence of school action – Acceptance letter sent ([APWS 2.1.0](#))
 - No evidence of school action – Returned to school with advice and guidance ([APWS 2.1.1\(2\)](#))
- Allocation to an Education Welfare Officer and 30 day warning issued ([APWS 2.2.0](#))
- Initial meeting between EWO, pupil and parents
 - Early Help Assessment considered (or reviewed)
 - Inclusion Support Plan ([ISP 2.3.0](#)) or Early Help Plan agreed (for 30 day period) and signed
- Mid point review between EWO, pupil and parents
 - Inclusion Support Plan ([ISP 2.3.1](#)) or Early Help Plan reviewed if necessary
- Final Review between EWO, School, Pupil and parent
 - Attendance not improved – Progress to Stage 3
 - Attendance improved – Further 30 days Inclusion Support Plan ([ISP 2.3.0](#)) or Early Help Plan – Fast Track suspended.

Pupil monitored until regular school attendance is achieved and outcomes are clearly evidenced. A penalty notice may be issued at any point during this stage.

Stage 3

Invite to local authority attendance panel issued by APWS ([APWS 3.1.0](#))

Attendance Panel:

- Chaired by Senior Officer, SLT member and other Agency on panel
- EWO presents case
- Response from parents
- Open discussion
 - Questions can be asked to case worker, parents, pupil and panel
- Inclusion Support Plan (ISP 3.1) agreed and signed by all parties
- Consequences of poor outcomes made clear by chair and panel
- Review meeting agreed ([APWS 3.2.0](#))
- Final Review between EWO and Parent
 - Attendance improved – Further 30 days Inclusion Support Plan (ISP 3.2) – Fast Track suspended.
 - Interview conducted under P.A.C.E.
 - Attendance not improved – Progress to Stage 4

Pupil monitored until regular school attendance is achieved and outcomes are clearly evidenced.

Stage 4

Invite parents to caution/legal meeting by the APWS (APWS 4.1.)

Caution or legal meeting:

- Reason for meeting explained to parents
- Evidence gathered from start of Stage 1
- Rights discussed with parents

Prosecution prepared:

- EWO produces witness statement and collates evidence
- APWS Service Manager approves case for prosecution
- Submitted to legal Services

Legal Services:

- Review case and ask for further evidence if required
- Court date set
- Summons issued to parents

Magistrates' Court:

- Case heard
- Outcome issued
 - Not Guilty
 - ?
 - Guilty – progress to Stage 5