

Appendix 3 - Attendance

Index of Templates and Proforma - Early Intervention, School Case Management 'fast track' and LA intervention

Early Intervention	Letters/Forms	To	Responsible
Letter 1 (Pg 20)	Lateness letter	Parent	School
Letter 2 (Pg 21)	Under% letter	Parent	School
Letter 3 (Pg 22)	Contact letter	Parent	School
School Attendance (case management – 'fast track') Procedures	Letters/Forms	To	Responsible
Leg 1, Leg 1a (Pg 24,25) Information for Parents/Carers–Rights and Responsibilities (Cyps.Info Website – School Attendance)	Initial Warning Letter School Attendance Procedure/Information for Parents/Carers	Parent	School File
Leg 2 (Pg 26)	Attendance unsatisfactory Invite to Attendance Panel Meeting	Parent/ other agencies	School
Leg 3 (Pg 27,28)	Attendance Panel Meeting Pro forma	Parent/School	School, other attendees
Leg 4 (Pg 29)	Letter and Notes of Meeting	Parent/File	School
Leg 5 (Pg 30)	Failure to attend Panel Meeting	Parent	School

School Attendance (case management) Procedure (fast track)	Letters/Forms	To	Responsible
Leg 6 (Pg 31)	Required level of attendance achieved – monitor	Parent	School
Leg 7 (Pg 32)	Letter of Invite to PACE Formal Caution Interview/LA Panel Meeting	Parent	LA
Leg 8 (Pg 33-36)	Transcript of PACE Caution Formal Interview/LA Panel Meeting	Parent	LA/File/School
Leg 9 (Pg 37)	Letter of decision from PACE Formal Caution Interview/LA Panel Meeting	Parent	LA/File/School
Leg 10 (Pg 38)	Certificate of Absence	Attendance and Enforcement Officer	School
Leg 11 (Pg 39)	Model Witness Statement	Attendance and Enforcement Officer	School