

A Child is absent without authorisation; attendance rate less than 90% there are 10 days' unauthorised absence during the two most recent terms; school's intervention has failed to improve attendance; referral to EH is inappropriate or has been refused by parent or has failed to improve attendance - the case is referred to LA Officer PIAS

Advisory letter sent to inform parents of their child's attendance record (this may include details of an arranged home visit)

Attendance deteriorates

Appointment letter to arrange a home visit (if not included in advisory letter) - home visit by appointment and/or unannounced home visit and/or telephone call. text etc.

AIM invitation letter sent. AIM meeting held (with or without parent), improvement contract drawn up and signed by or posted to parent. Send AIM outcome letter (if parent DNA AIM outcome letter must include date of another home visit)

Further attempts to contact if appropriate

First Formal Warning letter F1 letter sent to update parent of attendance record

Further attempts to contact (required if no response to F1)

Refer to Complex Case Panel criteria.  
Is a CCP or PACE interview required?

CCP

No

Outcome of CCP - instigate prosecution or ESO or close case

Case Review with Area Lead

PACE interview held. 2<sup>nd</sup> interview offer letter sent if necessary

Final Formal Warning letter F2

Case Review with Area Lead

Send papers to Central Enforcement Team

Final Formal Warning letter F2

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If at any point Early Help Support is deemed appropriate, ensure EHN is completed and accepted and close case.

If at any time attendance improves, & is sustained for four weeks, case is closed

Two Weeks

Four Weeks

Four Weeks

Two Weeks