

## Early Help & Preventative Services

### PRU, Inclusion & Attendance Service - Referral Criteria (School Attendance)

An AS1 referral should only be completed for straightforward attendance cases. Where a case is not straightforward and there are family and social issues, please refer to the new [Kent Support Levels Guidance](#).

#### Minimum Requirements:

Below 90% overall attendance with recent sporadic periods of unauthorised absence totalling a minimum of 10 unauthorised days.

#### Evidence to be attached to completed referral form:

- Copies of all letters sent to parents informing them of poor attendance and/or punctuality and informing them that the absence is not authorised.
- Records of meetings/offers of meetings with parents to discuss attendance concerns and written outcome with decisions and actions taken.
- Records of other communication with parents e.g. telephone calls, Truancy Call log, record of times of late arrival and reasons. An attempt should have been made to contact the parents by phone (not just text).
- Where there are genuine social or family issues to be resolved, reason(s) why support level guidance hasn't been sought.
- Registration certificate (appropriately coded e.g. no N codes and full explanation of B codes, D codes, C codes etc).
- Known medical issues or illnesses have been investigated by the school and/or relevant agency e.g. School Nursing Service.
- Details of any other school-based intervention.
- Any family circumstances we should be made aware of.

Referrals should be submitted to the PRU, Inclusion and Attendance Service via the [Digital Front Door](#).