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| 1. **Referral Criteria and Checklist for Unsatisfactory School Attendance**
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| **PUPIL NAME:**  |
| **SCHOOL:** |
| All cases will need to meet at least one of the following minimum criteria for unauthorised absence before a case can be accepted for investigation/consideration of possible legal intervention:  |
| * Two consecutive weeks of unauthorised absence
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| OR |
| * Secondary schools: 10 sessions of unauthorised absence in a 5 week period.
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| * Primary schools: 5 sessions of unauthorised absence in a 5 week period, or 10 sessions of authorised absence in a 5 week period where no medical evidence has been received.
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| * Persistent absence threshold met within the last 12 months and where there is a minimum of 5 sessions of unauthorised absence in the last 5 week period.
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| **Attendance monitoring checklist FOR CASES referred by SCHOOL** |
| **An attendance printout should accompany the referral**Child’s current attendance: |  |
| Number of unauthorised sessions over last 5 school weeks (from pupils attendance print out) |  |
| Is pupil persistently absent (90% or below): |  |
| **WHAT WORK HAS SCHOOL DONE SO FAR** |
| Telephone contact with parent to establish reasons for absence (dates): |  |
| Letter contact with parent, offering support and explaining concerns/ consequences if unauthorised absence continues (dates of letters): |  |
| Home visits (dates): |  |
| Letter contact with parent asking for future medical evidence of absence (date of letter): |  |
| Parent invited into school to discuss attendance concerns (dates of meetings): |  |
| Outcome of meeting(s): |
| Early Help Assessment completed: |  |
| Parent placed on a school attendance panel (date of meeting): |  |
| Was a Family Support Worker (EWL) present at the school attendance panel meeting? |  |
| Outcome of panel process: |
| Other agencies involved: |
| Signature: Date: |

V 3 September 2017