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| **Child / Worker Details** |
| **Child Name** |  | **Date of Birth** |  | **Year Group** |  |
| **Staff Name** |  | **School** |  | **Stage 2 End Date** |  |

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| **School Attendance Intervention Actions** |
| **Type of Action: Enforcement** | **Date** | **Type of Action: Early Help/Support** | **Date** |
| Enforcement Letter 1 |  | Early Help Assessment |  |
| Enforcement Letter 2 |  | Team around the Family |  |
| Attendance Panel Meeting / Parenting Contract |  | School Pastoral/Support Meeting |  |
| Home Visit |  | In school Mentoring and Support |  |
| Enforcement Letter 2DNA (No contact with parent) |  | Referral to Support Services |  |
| Enforcement Letter 3 |  | Request for Specialist Assessment |  |

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| **Contact Log – Summary of contact/actions relating to attendance** |
| **Date** | **Details of Contact** | **Staff Initial** |
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**NB:**

* The amount of Early Help/Support and enforcement action undertaken by the school (or their traded Attendance Improvement Officer) should be judged on a case by case basis, but there is an expectation that Early Help/Support underpins any Enforcement Action, and vice-versa.
* Therefore prior to a child’s attendance being progressed to stage 3 school attendance statutory intervention, there should be evidence that initial enforcement action has been undertaken (letters 1,2 and 3 have been sent, and APM/Parenting Contract attempted), and welfare support put in place where unmet need has been identified. There should also be evidence that the parent/carer(s) have failed to effectively engage with Stage 1 and 2 interventions.

**Next Steps:**

**Stage 3 School Attendance Statutory Intervention – Criminal Investigation Request:**

* When all attempts to engage with the family at intervention stages 1 and 2 have failed, and the criteria has been met, the school can refer to the Education Safeguarding Team to undertake a criminal investigation in line with the Criminal Investigation Process
* To ensure that the investigation is as speedy as possible, the school should ensure the Statutory Intervention request is completed thoroughly, ensuring as much information and evidence of previous intervention is included, as well as naming any other practitioners who are currently involved with supporting the family.
* At any point during the Criminal Investigation process an unmet need is identified that was not identified previously, or support for an unmet need has not been sought, then the investigation will cease and the case returned to the school for Early Help/Support to be attempted.
* If the Education Safeguarding Team proceeds with legal action, a witness statement may be taken from the school outlining what intervention has preceded the stage 3 statutory intervention request. In instances where schools have a traded Attendance Improvement Officer who provides Stage 1 and/or Stage 2 intervention, the Attendance Improvement Officer would provide the witness statement.