|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Before legal action will be considered please confirm the following evidence can be provided: | | | | | | | | | | | | |
| Home visits | | Tel calls | | Letters | Meetings | Action Plans | | Referred to other agencies | | | | |
|  | | | | | | | | | | | | |
| School |  | | | | | | | | | Signed:  Date: | | |
| Parent 1 |  | | | | | | | | | Interpreter: | | |
| Parent 2 |  | | | | | | | | |  | | |
| Child |  | | | | | | | | | DOB: | | |
| Address |  | | | | | | | | | | | |
| ………………………………………………………………………………………………………………… | | | | | | | | | | | | |
| **Prosecution Admin:** | | |  | | | | | | | | | |
| Offence  Period | **\_** | | | | | | 4441/4441A | | NGate | | Database | Stud ID: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COURT DATE:**  **Adj 1) Trial) Stat Dec)** | | | | | | | | | | | | | | | | | | | | | | **SERVE BY** | | | |
|  | | | |
| Record on planning | | | | | | Email WY- Listings | | | | | | | | | | | | | | | | Diary | | | |
| **PREV CONV1** F VS C | | | | | | | | | | | **PREV CONV2** F VS C | | | | | | | | | | | | | Prev Check | |
| PN/Att Spr$ - Entry | | | | | | | Court docs merged | | | | | | | | | | **Court docs sent** | | | | | | | | |
| PN/Att Spr$ - Docs sent | | | | | | | Pros Spr$ - Input | | | | | | | | | | Filed | | | | | | | | |
| **SUMMONS** | Served | | | | | | | Lodged | | | | | | Interpreter | | | | | | Recorded | | | | | |
| **Withdrawn from Court** | | | | CME? Y/N | | | | | PN/Att $ | | | Pros$ | | | Email | | | | Copy email | | | | | | Diary |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BFD MAGS**  **OUTCOME** | | **P1** | Plea: G, NG, GA, W | | | | | | | Fine £ | | | | VS £ | | Costs £ | | | | | Other | | | | |
| **P2** | Plea: G, NG, GA, W | | | | | | | Fine £ | | | | VS £ | | Costs £ | | | | | Other | | | | |
| Pros $ | | Feedback | | | Check Pros $ | | | | | | | | Strip File | | | | | Database | | | | | Scan | | |
|  | |  | | |  | | | | | | | |  | | | | |  | | | | |  | | |
| **NOTES:** | | | | | | | | | | | | | | | | | | | | | | | | | |