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| **Please fully complete all sections following your decision to refer to the LA Attendance Team. Please email this form and a year-to-date attendance certificate to** [**csattendance@norfolk.gov.uk**](mailto:csattendance@norfolk.gov.uk) **within 10 days of the decision to refer to the Local Authority for prosecution.** | | |
| Please specify a time and a preferred method of contact for the team to contact you via. *This must be at least a day after you submit this referral.* | Name of contact |  |
| Direct dial |  |
| Email address |  |
| Date/Time |  |
| Method of contact | **MS Teams / Telephone Call** |

|  |  |
| --- | --- |
| School Name |  |

|  |  |
| --- | --- |
| Pupil Name |  |
| Date of birth |  |
| M/F |  |
| Ethnicity |  |
| Year Group |  |
| Religion |  |
| First language |  |
| Specify SEND category, if applicable |  |

Parent Details: This should include details of any adults in the household or those with parental responsibility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | Date of birth | Address | Relationship to pupil | Included Y/N? if no give reasons. |
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Has the child of concern got any siblings at your school or any other Norfolk School? If yes, please include their names below. You should contact the sibling’s schools as you should complete fast track together if attendance concerns spread across siblings. This would be considered best practice and provide a consistent message to all parents.

Sibling details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Date of birth |  | Year group |  |
| School: |  | School contacted Date: attendance %: |  |  |  |
| Name |  | Date of birth |  | Year group |  |
| School: |  | School contacted Date: attendance %: |  |  |  |

1. Please detail what action has been undertaken to improve attendance prior to point of referral for legal intervention:

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| --- | --- | --- |
| Intervention | Completed? Y/N | Please give details, if the answer is no provide reasons why |
| First day calling |  |  |
| Letters sent home |  |  |
| Is parent fully aware of absences? |  |  |
| Home visit |  |  |
| Meetings with parents |  |  |
| In house support e.g. time table changes, school PSA, time out card, mentoring |  |  |
| Is the pupil eligible for Pupil Premium and if so how has this been used to support the pupil? |  |  |
| Referral to Healthy Child Programme |  |  |
| Family support plan |  |  |
| Referral to outside agencies |  |  |
| What efforts has the parent made to ensure the pupil’s regular attendance at school? |  |  |

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| --- | --- | --- | --- |
|  |  | Parents attended Y/N |  |
|  | Date | Parent 1 | Parent 2 |
| Initial invite sent |  |  |  |
| Initial fast track meeting |  |  |  |
| Review fast track meeting |  |  |  |
| Internal fast track meeting |  |  |  |
| Parents notified of outcome |  |  |  |

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| Brief case outline including any mitigating or difficult family circumstances: |

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| --- | --- |
| Parent Factors |  |
| Is parent able to exercise control of child? |  |
| Is parent seeking and engaging with help/advice? What has been the impact? |  |
| What reasons for absences have parents provided? |  |
| Does parent provide medical evidence? |  |
| Does the parent require the services of a translator? |  |
| Does the parent have any physical, learning disability or mental health issues? |  |
| Is there evidence of parental drug/alcohol misuse? |  |
| Are there any housing or community issues? |  |
| Is the parent involved in offending or anti-social behaviour? |  |
| Are there any concerns about domestic abuse in the home? |  |
| Pupil factors |  |
| Is the pupil involved in drug/alcohol misuse? |  |
| Is the pupil involved in offending or anti-social behaviour? |  |
| Is the pupil suffering or at risk of any form of abuse? |  |
| Is pupil a victim or perpetrator of bullying? |  |
| Is pupil a young carer? If so, has a referral to Young Carers been made? |  |
| Legal Defences |  |
| Does the pupil have a medically diagnosed recurring medical condition and has evidence been provided? |  |
| Were any of the absences due to religious observance? |  |
| The child lives within the 2/3 mile limit and is not entitled to transport to school |  |
| The child lives outside the 3 mile limit and has transport paid by the LEA. (If so, please state how this is provided, e.g. bus pass, taxi, petrol allowance) |  |
| The child lives outside the 3 mile limit but is not entitled to transport to school. (If so, please specify why this is, e.g. parental preference) |  |
| That the child has no fixed abode, and the parent proves—  (a) that he is engaged in a trade or business of such a nature as to require him to travel from place to place,(b) that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and(c) if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted. |  |

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| ***Details of person completing the referral*** | |
| Signature: | Date: |
| Full name and job title: |  |
| Direct Dial: |  |
| Email address: |  |