

# Statement of Witness

**Statement of:-** Full name of statement writer

**Of:-** Job role and school name

**Age of Witness: - Over 21**

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"This statement (consisting of number of pages pages each signed by me) is true to the best of my knowledge and belief and I make it knowing, that if it is tendered in evidence, I shall be liable to prosecution if I have willfully stated in it anything which I know to be false or do not believe to be true"

1. Name of parent is the parent of name of pupil who was born on date of birth. He/she is number years old, a child of compulsory school age and a registered pupil at name of school. The pupil lives at address and this is number km from the school and select option
2. ***In this point you need to summarise your concerns regarding the pupil’s poor attendance and include details of early intervention and support you have completed/offered prior to entering fast track. This point should mirror the ‘why are we here section in the fast-track minutes’ and not include specific dates as outside of the prosecution period. Please use the following bullet points as reference.***
* ***Detail if you have historic attendance concerns***
* ***Detail if you have completed early intervention meetings and whether parent engaged and what the outcome of the meeting was***
* ***Detail the barriers to attendance that have been identified as part of your early intervention***
* ***Detail any referrals to outside agencies or signposting you have done***
1. The school uses the Fast Track to Attendance model to improve attendance in conjunction with the Local Authority. As none of the above interventions had resulted in improved attendance and no evidence was provided to support a statutory defense, name of pupil absence was unauthorised. Therefore, the Fast-Track process was initiated.
2. On Click here to enter a date., I sent name of parent an invite letter to attend an Initial Fast Track to Attendance Panel meeting (**exhibit use your initials01**).
3. The Initial Fast Track meeting was held on Click here to enter a date. The meeting was attended by myself, add attendees, detail job title where relevant. Name of pupil’s attendance level was % at the time of the meeting. Summarise details of meeting, include identified barrier and child’s voice. An attendance target of 100% attendance was set with action plan to improve name of pupil’s attendance. It was agreed that a Review meeting would be held on Click here to enter a date. The minutes of the meeting were signed by those who attended (**exhibit use your initials02**).
4. On Click here to enter a date. I sent name of parent a copy of the minutes with a covering letter advising Choose an item. of the Review Meeting date (**exhibit use your initials03**).
5. On Click here to enter a date., I wrote to name of parent reminding Choose an item. of the Review Fast Track meeting date and time (**exhibit** **use your initials04**).
6. The Review Fast Track meeting was held on Click here to enter a date.. The meeting was attended by add attendees details job title where relevant. A discussion of name of pupil’s attendance since the initial meeting was held and we saw that name of pupil had only achieved % in that period and Choose an item. had not fully met attendance targets. We reviewed the impact of the action plan on name of pupil‘s attendance. Summarise details of meeting, including discussion and the outcome of the support offered by school. Ensure you include the child’s voice.. As name of pupil had further unauthorised absences, the panel agreed that the matter should be referred for consideration of prosecution. A new action plan was agreed with an attendance target of 100%. The minutes of the meeting were signed by those who attended (**exhibit use your initials05**).
7. On Click here to enter a date. I sent name of parent a copy of the minutes with a covering letter (**exhibit** use your initials**06**).
8. Detail actions/interventions since meeting.
9. I enclose a copy of the record of contact with name of parent on days of name of pupil ‘s absences (**exhibit** Choose an item.**07**)