# Quick guide to show changes to Fast Track process

* School must ensure Early Interventions are in place to support and promote attendance and to break any barriers to attendance.
* If poor attendance continues, then school can send the *Pre-Legal Intervention Warning Letter*. This state’s that school will monitor attendance over 3 weeks.
* If poor attendance continues and the pupil has 9 unauthorised sessions within a 6-week period, then school to send *initial fast track invite* to parents.

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| Parents attend | Parents do not attend |
| * If parents attend Fast Track meeting, then an effective plan can be created to address attendance barriers. Plans must be agreed and signed in the meeting and parents can take their copy home – there is therefore no need for school to send the plan, meeting minutes, or a covering letter.
 | * If parents do not attend, then school should not hold the Fast Track meeting and therefore do not need to complete the Fast Track paperwork.
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| * 4 – 6 weeks later school to send a reminder invite to attend 2nd Fast Track meeting.
 | * School to send a 2nd Fast Track meeting date to parents. If parents attend, then school to follow the “parents attended” section.
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| * School to hold 2nd Fast Track meeting with parents and review prosecution period – is there 15% of unauthorised absence? Or has attendance improved?
 | * If parents do not attend the 2nd meeting offered, then school do not hold the Fast Track meeting and therefore do not complete the Fast Track paperwork. School will review the prosecution period – is there 15% of unauthorised absence? Or has attendance improved?
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* Fast Track must either close due to improvement, or evidence of a statutory defence provided or if criteria is met, then school must complete the *Application to Prosecute* form and send this to the LA Attendance Mailbox along with a YTD herringbone for the pupil. School to then call the duty line and have a case management conversation to see if the case can move forward to prosecution. This must be done within **10 days** of the review.
* If agreed for prosecution, then school to write to parents and inform them that they are referring to the LA for consideration of prosecution. School must then submit their court pack and witness statement to the LA within **3 school weeks.**
* The AEO will then look at the court pack and liaise with school where necessary for amendments to be made. The AEO will then take the case to panel.
* If agreed at panel, the AEO will send parents an *Intent to prosecute letter* to inform them that case is proceeding to prosecution.
* Parents will then be sent a court summons and the case will be heard in court.

No Improvement

No Improvement

Improved attendance

**Court Pack sent to LA**

**If agreed, schools to write to parents to inform of prosecution**

**Parent Attends Review Fast Track Meeting**

**ATP Completed & Consultation Held with LA**

**Review Fast Track Invite Sent**

**Parent Attends Fast Track Meeting Held**

**Fast Track Invite**

**Pre Legal Intervention Warning Letter**

**Early Interventions**

**Fast Track Closed**

**Review Prosecution Period**

**2nd Invite to attend Fast Track Meeting**

**Parent DNA Fast Track**