

### Criteria for request for statutory attendance intervention

The Department for Education expects schools to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them - [Working together to improve school attendance](#). A request for statutory attendance intervention should only be completed where voluntary support has not been effective and/or has not been engaged with and where all other routes to improve attendance have been exhausted.

Requests for statutory attendance intervention via [Access to the Service \(Digital Front Door\) - KELS!](#) will **only** be accepted when:

1. there are recent and ongoing periods of unauthorised absence totalling a minimum of ten days (20 sessions) and
2. evidence of the following is provided by the school:

#### Support offered:

- Details of comprehensive school-based support/interventions eg home visits, individualised pastoral programme, counselling, mentoring etc.
- Known medical issues or illnesses have been investigated and a referral to [Kent School Health](#) made if appropriate.
- Referral to external support services eg parenting classes.
- Support from Early Help has been offered and details given of reason(s) why a Request for Support has not been completed, if appropriate.
- Details of any District Conversations held with the local Early Help Team.
- A parenting contract has been offered to parents where appropriate - please see reference to parenting contracts on pages 35 to 38 of [Working together to improve school attendance](#)

#### Communication with parents/carers must include:

1. Letters must be sent separately to each parent/carer even if they reside at the same address – please see important information below about who a parent/carer is. Copies of letters sent to parents/carers informing them of the following must be attached:
  - their child's poor attendance
  - the absence is not authorised/requesting medical evidence (if appropriate)
  - a referral has been made to the local authority and there may be potential consequences (for example, prosecution in the Magistrates' Court).
2. Meetings:
  - provide evidence that parents/carers have been invited to meetings to discuss attendance
  - copies of the written outcome of any meetings with decisions/actions taken
  - give date/time of Formal Attendance Meeting took place and attach minutes - please see reference to formal attendance meetings on page 16 of [Working together to improve school attendance](#) and [Access to the Service \(Digital Front Door\) - KELS!](#).
3. Other:
  - evidence of all communication with parents e.g. telephone calls/Truancy Call log etc
  - evidence attempts have been made to contact the parents by phone
  - contact by text only is not sufficient.

### Important Information

#### Registration certificates

Schools must provide both a current registration certificate and one for the whole of the previous academic year.

#### Part-time timetables

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable (PTT) to meet their individual needs. All PTT must be part of an agreed documented plan, clearly identifying reasons and regularly reviewed. Notification of any PTT must be submitted to local authority via Digital Front Door at the time of commencement. If a PTT is appropriate, this strategy should have been exhausted prior to making a Request for Statutory Attendance Intervention. Copies of the plan, agreement and notification must be included with the request. Any subsequent introduction of a part time timetable may result in the case being closed.

#### Parent/Carer details

Please provide details of all natural parents, stepparents and/or partners of parents living with the child. (In accordance with the meaning of 'parent,' Education Act 1996 s576.) If details of a responsible adult(s) become known during the investigation, this may result in the case having to be closed and restarted.

#### Multi-agency working

Cases open to other services eg Early Help, Children's Social Services may require a multi-agency approach to legal intervention.

If you have any queries, please contact your PIAS Officer – contact details are available at the bottom of the page on KELSI using the link below:

- [Access to the Service \(Digital Front Door\) - KELSI](#)