Kent School Referral Pathway – Pupil Attendance

A pupil’s unauthorised absences give cause for concern

School intervention – letter to parents, meeting pupils/parents in school, etc.

Attendance Improved?

No

Yes, the case is closed

Yes, Early Help Notification

Case passed on to relevant District Manager for allocation

School receives feedback within 2 weeks from Early Help Worker

Early Help Assessment and Plan agreed

Positive outcomes achieved including improved attendance

Family need Early Help intervention – Case is forwarded by School Liaison Officer to Early Help Unit for case work

Has the initial response resolved or improved the attendance problem?

No

Yes, and the case is monitored or closed

Meeting in school to decide one of the following three options

Family need Early Help intervention - Case is forwarded by School Liaison Officer to Early Help Unit for case work

More school-based intervention is needed - Case is returned to school

Legal action is appropriate - Case is passed on to the Enforcement Team

No, the case is referred directly to designated School Liaison Officer using Digital Front Door

Initial assessment & response within 2 weeks and the school receives feedback on the intervention and outcome

Has the initial response resolved or improved the attendance problem?

Yes

No

Meeting in school to decide one of the following three options

Family need Early Help intervention - Case is forwarded by School Liaison Officer to Early Help Unit for case work

More school-based intervention is needed - Case is returned to school

Legal action is appropriate - Case is passed on to the Enforcement Team

Does this case need family casework and should be referred into Early Help Notification? – Please check with the Area Inclusion & Attendance Team if you are unsure.