**Kent School Referral Pathway – Pupil Attendance**

Positive outcomes achieved including improved attendance

Early Help Assessment and Plan agreed

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

Yes, and the case is monitored or closed

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

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

A pupil’s unauthorised absences give cause for concern

Meeting in school to decide one of the following three options

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, the case is closed

School receives feedback within 2 weeks from Early Help Worker

Case passed on to relevant District Manager for allocation

Yes, **Early Help Notification**

No

No, the case is referred directly to designated School Liaison Officer using **AS1 Referral Form**

**Does this case need family casework and should be referred into Early Help Notification?** – *use the attached AS1 Referral Form Checklist or consult your Designated School Liaison Officer*

No

Attendance Improved?

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