

# Kent PRU and Attendance Service

## Statutory Intervention Checklist

### September 2024



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 – see [Working together to improve school attendance August 2024](#). Prosecution in the Magistrates' Court should always be the last resort where all other voluntary and formal support has been unsuccessful, not engaged with, or where support has been deemed inappropriate in the circumstances of the individual case.

This checklist has been designed to assist schools in deciding whether they have sufficient evidence to support submitting a request for statutory attendance intervention, also known as attendance prosecution - see [Working together to improve school attendance August 2024](#) Chapter 6.

Each request will be considered on a case-by-case basis and the school advised if the request has been accepted, requires additional information or has been declined.

Requests for statutory attendance intervention will **only** be accepted when there are recent and ongoing periods of **unauthorised absence** totalling a minimum of **10 school days** (20 sessions). Requests can be made via the [Digital Front Door](#).

<b>COPIES OF THE FOLLOWING MUST BE ATTACHED:</b>	✓
Registration certificate from start of school year showing sufficient unauthorised absences. (Ensure codes are accurate and any N codes are converted to a permanent code).	
Registration certificate for the whole of the previous school year. (Ensure codes are accurate and does not include any N codes).	
<b>The following letters must be recent and posted separately to all resident and non-resident parents/carers (see (a) below). If there is an absent parent, schools must make enquiries to obtain their details and, if this is not possible, provide details why they cannot or should not make contact.</b>	
1) A letter of concern to parents/carers about the <b>pupil's poor attendance</b> offering available support, and any follow up letter if appropriate regarding the continued decline of the pupil's attendance, again offering support and/or a meeting in school to discuss any difficulties.	
2) A letter advising parents that the absence will not be authorised and formally asking both/all parents/carers <b>to provide medical evidence</b> for their child's absences in cases where the school has genuine and reasonable doubt about the authenticity of the illness. This should not be a routine request as schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals.	
3) A letter inviting both/all parents/carers to a <b>formal meeting</b> to discuss the barriers to their child's regular attendance and design a plan of support to overcome these (which may include an attendance contract <a href="#">Working together to improve school attendance August 2024</a> para 140). A member of the school's senior leadership team should chair the meeting, minutes or written notes of the meeting should be taken with any decisions/actions included. A KPAS Officer will have been invited.	

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4) A letter to parent/carers explaining that although there has been support offered by the school, the child's attendance is a continued cause for concern and has resulted in the school making <b>a referral to the local authority</b> for Statutory Attendance Intervention. This should include reference to potential legal action in the Magistrates' Court which could result in each parent/carer being prosecuted.	
5) A chronology of events, including all other evidence of communication with parents/carers e.g. telephone calls, home visits, minutes of meetings etc. Parents should have been offered the opportunity to attend informal meetings in school as well as a Formal Attendance Meeting. There must be evidence that attempts have been made to contact the parents/carers by phone and <b>home visit</b> . Details of all school based and external support offered should be recorded together with any offers of support which have been declined by parents/carers or accepted but later withdrawn from and the reasons for this.	

POINTS TO NOTE PRIOR TO REFERRAL:	
a) Please provide details of all natural parents, both resident and non-resident, and any step-parents and/or partners living with the child. The details of anyone else who has day-to-day care of the child.	
b) If <b>Emotional School Based Avoidance</b> (EBSA) has been given as a reason for absences the Emotionally-based school avoidance pathway for Kent should be followed: <a href="#">Educational psychology interventions - KELS!</a>	
c) If a <b>part-time timetable</b> has been unsuccessful, ensure this has been formally withdrawn and parents/carers advised prior to referral. A statutory attendance referral should not be made if the pupil is on a part-time timetable and an active case may be closed should a part-time timetable be put in place during the course of the referral.	
d) Ensure support from <b>Early Help</b> has been offered and a Request for Support has been made in accordance with the online <a href="#">Kent support level guidance</a> (if parental consent is provided and the case meets criteria).	
e) If ongoing <b>medical or mental health issues</b> have been raised, these have been fully investigated and a referral to <a href="#">Kent School Health</a> made if appropriate.	
f) Ensure the referrer has as much information as possible to include on the form. A conversation with the school's <b>Designated Safeguarding Lead</b> may help to confirm any welfare concerns for the child but also for professionals when contacting the family.	
g) If the child is known to a family practitioner such as a <b>Social Worker or Early Help Worker</b> , attendance prosecution may not be appropriate. Please see advice from your link <a href="#">KPAS Officer</a> .	
h) Discuss the circumstances and seek advice about if and when a request for statutory attendance intervention is suitable by contacting your link <a href="#">KPAS Officer</a> .	