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**Referral for Legal Action for Unauthorised Absence**

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| **Pupil Name:** |  | **School Year:** | Select Year |
| **UPN:** |  | | |
| **Referring School:** |  | | |
| **Reason for Referral:** | Choose an item.  If Other, please give the reason: | | |

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| **Action to be taken against, please tick which applies:** | Single Parent (Female)  Single Parent (Male)  Two Adults in the family |
| **Open to Social Care** | **YES**  **NO** |
| **SEN** | **E**   **K**  **None** |

Have ALL the parents included on the certificate of school attendance received a written warning within 12 months that a failure to secure regular attendance may lead to a Penalty Notice or Court summons being issued? YES  NO

*If ‘YES’ please submit this warning along with this referral. If you have ticked ‘NO’: please issue a written warning and, if appropriate, resubmit a referral after 10 further unauthorised absences have been accrued.*

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| **FOR UNAUTHORISED HOLIDAY PLEASE COMPLETE THIS SECTION** | | | | | | | |
| **Was an absence request form submitted?** | **YES**  **NO**  *If YES please supply a copy. A G code can only be used if there is an absence request form.* | | | **If yes, Date:** | | | Select date. |
| **Headteacher did not authorise request** | | | | | | | |
| **Headteacher partly authorised request** *please provide details:* | | | | | | | |
| **Parents notified:** | **YES**  **NO**  *If YES:* Method of communication  *Please supply a copy.* | | | **Date of notification:** | | | Select date. |
| **Was a warning included with the notification? YES**  **NO** | | | | | | | |
| **FOR UNAUTHORISED ABSENCES PLEASE COMPLETE THIS SECTION** | | | | | | | | | |
| *Please detail the chronology of events including, but not limited to:*   * *When the concerns arose and how parents were notified;* * *What subsequent actions were taken;* * *The views of the parents and the child regarding the pattern of absence.* | | | | | | | | | |
| **Has a Supporting Families nomination form been submitted?** www.torbay.gov.uk/children-and-families/services-and-support/supporting-troubled-families/ | | | **YES**  **NO**  *If NO please explain why not:* | | | **Outcome of nomination form:** | | | |
| **Has a Parenting Contract been offered? *Including offering a meeting to discuss this which parents did not attend.*** | | | **YES**  **NO** | **If YES was it accepted by parents?** | | | **YES**  **NO**  *If YES please supply a copy. If parents did not attend a meeting select NO.* | | |
| **Has an Early Help Request for Support been submitted to the MASH?** | | | **YES**  **NO**  *If YES please provide details:* | | | | | | |
| **Does the child have any SEND?** | | | **YES**  **NO**  *If YES please provide details:* | | | | | | |
| **Is there an EHCP?** | | | **YES**  **NO**  *If YES please provide details:* | | | | | | |
| **Has an Educational Psychologist been involved?** | | | **YES**  **NO**  *If YES please provide details:* | | | | | | |
| **Has there been a TAF meeting?** | | | **YES**  **NO**  *If YES please provide details of the Lead Professional:* | | | | | | |
| **Is there an allocated Social Worker** | | | **YES**  **NO**  *If YES please provide details of the nature of the involvement:* | | | | | | |

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| **COMPULSORY SECTION FOR ALL REFERRALS** |

Please attach the following supporting documents:

Headteacher’s Certificate of School Attendance

Registration Certificate (the dates of which must match the cited period on the above certificate)

Written warning issued within 12 months of the cited period

And if applicable:

Meeting invitations

Parenting contract

Communication Log

Absence Request form and school’s response

Any other relevant evidence which supports this referral

**In ALL cases we must consider the appropriateness of an ESO, please complete the following questions:**

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| 1. Are there any specific needs relating to the young person which cannot be addressed through normal casework and/or school action? If no, skip to D. If a holiday only and the answer to this question is no, please skip straight to signature. | | YES  NO |
| 1. If the answer to (a) is YES – can a plan be put together to address these needs? | | YES  NO |
| 1. If the answer to (b) is YES – could a plan work without an ESO? | | YES  NO |
| 1. In relation to school attendance, does the pupil’s behaviour give the impression that he/she is out of the control of their parent(s)? | | YES  NO |
| 1. Is there clear evidence from the school/setting that the education of the pupil is being seriously adversely affected through absence from school? | | YES  NO |
| 1. Does the school believe that the parent(s) will work with professionals without the need for an ESO? | | YES  NO |
| 1. Are the parents of the pupil capable of effecting a change to the pupil’s behaviour, relating to school attendance, without stronger intervention from the local authority? | | YES  NO |
|  |  | |
| *FORM SUBMITTED BY:* |  | |
| *DATE:* |  | |
| *PREFERED METHOD OF CONTACT DETAILS:* |  | |

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| **HEADTEACHER TO COMPLETE THIS SECTION PLEASE** | |
| **After considering the answers to the above section, please specify which action you would like the local authority to take.** | | **Penalty Notice**   **Education Supervision Order**  **Penalty notice and Education Supervision Order** | |

*Due to needing original signatures on the headteacher’s certificate please submit referrals to: Attendance Improvement Service, 2nd Floor Electric House, c/o Town Hall, Torquay, TQ1 3DR*