



Bloxwich Academy Primary

Legal Intervention Process

Prior to Legal Referral, schools/academies **MUST** be able to evidence that the following pre-referral work has been undertaken:

PHONE CALLS/EMAILS MADE TO ALL PARENTS REGARDING ATTENDANCE CONCERNS

Stage 1

Letters/emails/texts sent with regards to attendance concerns, punctuality and support once absences drop to 95%. **6 weeks period starts, as soon as attendance dips below 95%.**

Medical proof must be given to authorise further absences.

Attendance hits 92% warning letter sent.



- 1 No authorised absences will be given without medical evidence.
No improvement within two weeks
- 2 Parent(s)/Carer(s) have been invited for a meeting sent by the Attendance Officer regarding attendance, in writing, stating a specific time and date for the meeting AND providing parents with at least 7 days' notice in advance of the scheduled meeting.
(Allocated traded time can be used to conduct these meetings)



First Meeting

- 3 Parents have been informed by the **Academy (AHT Inclusion)** of Early Help Support and a referral to Early Help has been offered. (Include the outcome i.e. refused or acceptance).
- 4 Parenting Contract offered if appropriate, this can be incorporated as part of the parent meeting.

Stage 2 - Second meeting when 20 days have passed, if no improvement and not 90% (excluding medical/authorised absences)

- 5 Following any scheduled meeting (whether attended by parent/s or not), a letter sent by **Attendance Officer**, has been sent to parent(s)/carer(s) advising that attendance remains an ongoing concern and advising of current attendance.
- 6 Academy has undertaken all communications with and between all external parties i.e. Social Workers, Early Help, CAMHs.
- 7 That known medical issues or illnesses have been investigated by the **Academy (AHT)** and/or relevant agency, e.g. School Nursing Service.
- 8 If required, GP Medical consent has been requested via the Local Authority **Attendance Officer**



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Stage 3 - Second letter from AO (2 weeks have passed. No improvement, excluding medical/authorised absences) AO request attendance record of support to welfare.mailbox.gov.uk

- 9** Letters/emails sent by **Academy and/or Attendance officer** with regards to continued attendance concerns, punctuality and details of support in place/offered/agreed.
- 10** Included evidence of support, including internal school support, which has been made on behalf of the pupil/family.
- 11** Academy Warning Letter/email/s issued to each parent/carer to advise of Legal Intervention Referral to Local Authority due to persistent absence, attaching attendance certificate.

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School will send text reminder of meeting.

If parents fail to attend meeting, a DNA letter will be sent by AO and a re-invite letter for following week.