

Statutory Attendance and Participation Team Checklist for Schools to Support Penalty Notice Application (Sept 22)

A Penalty Notice should only be used where:

- it is deemed likely to change parental behaviour
- support to secure regular attendance has been provided by school
- school can clearly demonstrate support has not worked or been engaged with
- or where the above options would not be appropriate in the circumstances of the offence (e.g., an unauthorised holiday in term time)

We will expect a full chronology evidencing how schools have ensured that all possible support for parents/pupil has been exhausted (please see below for some suggestions around how to achieve this. This list is not exhaustive, and schools may be aware of other avenues of support within the community).

Recommendations	Evidence
<p>Regular contact with parents -</p> <ul style="list-style-type: none"> • Phone call to parent/pupil to discuss concerns Email to parent/pupil to discuss concerns, reminder of expectations and offers of support text if school has a mobile – sometimes can work with parents who have difficulties in communication • Letter to parent/carer raising concerns, making clear expectations, offering a meeting date and time or requesting parents contact school to arrange a meeting to discuss the way forward 	<p>If sending email, select delivery and read receipt which is advised to show proof of delivery Log of phone calls, emails, letters and meeting records</p>
<ul style="list-style-type: none"> • Home visit or Doorstep visit - this must take place if safeguarding concerns for pupil 	<p>If no answer put a prepared letter through letter box asking parent to contact the school urgently</p>
<ul style="list-style-type: none"> • Safeguarding concerns – school must follow their safeguarding processes 	<p>Speak to Consultation Hub or refer to MASH or ring 101 for Police Welfare Check if pupil believed to be at risk of harm</p>
<p>Regular meetings in school to include -</p> <ul style="list-style-type: none"> • Explain parent's legal responsibilities in respect of attendance • Gather evidence of reasons for absence from parents and pupil • Check whether pupil has any additional needs ensuring the right support is in place and reasonable adjustments are made • Consider plan of support around reasons provided • Follow assess, plan, do, review cycle. • Explore external support services • Include offer of FFA • Check whether a referral to a FSW is appropriate • Clarify expectations of school, parent and pupil • Explain PN process in full to parents, ensuring this is fully understood <p><i>(It is important that all contact where possible is meaningful, fully engaged with and outcome focused.)</i></p>	<p>Build confidence in parent and pupil about expectations and processes. School has opportunity to explore with pupil/parents any worries/anxieties and develop plans All meetings should be evidenced and shared with parents/pupils if appropriate</p> <p>Consider Families First Portal https://www.hertfordshire.gov.uk/microsites/familiesfirst https://www.hertfordshire.gov.uk/microsites/families-first/families-first.aspx</p>

<ul style="list-style-type: none"> • Is the pupil SEN? • Is an EHCP review needed? • Consider what professionals are already involved and seek advice • Do you have concerns related to ASD/ADHD/SEMH? • School could refer to or discuss with their local DSPL to see if additional support is available • Look on Local Offer website for local support https://www.hertfordshire.gov.uk/microsites/Local-Offer/The-Hertfordshire-Local-Offer.aspx 	<p>Contact SEN Officer to inform, discuss and arrange EHCP review. Contact SENDSAS (CAT Team) contact line 01442 453920 Contact EP Contact Line 01992 588574 Additional advice/support can be provided through DSPLs</p>
<p>Does the pupil have an allocated social worker?</p> <ul style="list-style-type: none"> • Contact social worker, discuss concerns, and plan support 	
<ul style="list-style-type: none"> • If child or young person is presenting with anxiety Use the Emotionally Based School Avoidance guidance. 	<p>Contact EP Contact Line 01992 588574</p>
<ul style="list-style-type: none"> • Medical needs • Follow up with GP and possible referral for anxiety - CAMHS/ Step 2/Counselling/PALMs any other appropriate health practitioner • Discuss with school health • Consult or referral to ESMA - see link • School could refer to or discuss with their local DSPL to see if additional support is available 	<p>https://www.kooth.com/ https://www.hertfordshire.gov.uk/microsites/local-offer/education-support/get-help-to-access-learning/education-support-for-medical-absence.aspx </p>