

Attendance Information



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Locality Contact Information

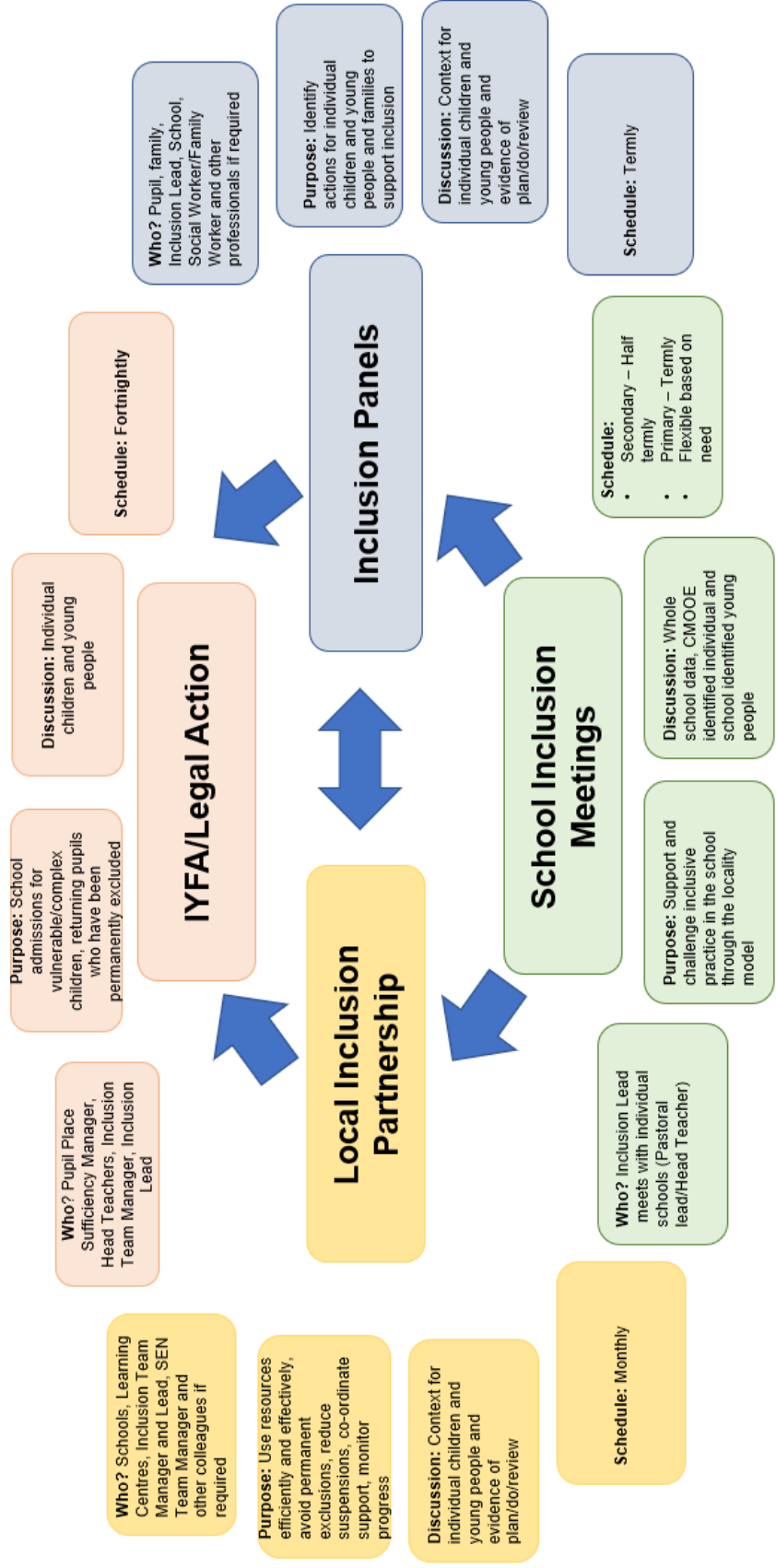
Locality	E-mail	Telephone
North Locality	northlocality@dorsetcouncil.gov.uk	01258474036
Dorchester Locality	dorchesterlocality@dorsetcouncil.gov.uk	01305224220
West Locality	westlocality@dorsetcouncil.gov.uk	01308425241
Chesil Locality	chesillocality@dorsetcouncil.gov.uk	01305762400
East Locality	eastlocality@dorsetcouncil.gov.uk	01929557000
Purbeck Locality	purbecklocality@dorsetcouncil.gov.uk	01929557000

Guidance and Legislation

Helpful Links

- CME Statutory Guidance for Schools
[Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- Supporting Pupils at School with Medical Conditions
[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- School Attendance – Including Codes
[School attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- Education Act
[Education Act 2011 \(legislation.gov.uk\)](https://legislation.gov.uk)
- Removing from Roll
[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://legislation.gov.uk)
- Improving attendance: good practice for schools and multi-academy trusts
<https://www.gov.uk/government/case-studies/improving-attendance-good-practice-for-schools-and-multi-academy-trusts>
- Securing Good Attendance and Tackling Persistent Absence
<https://www.gov.uk/government/publications/securing-good-attendance-and-tackling-persistent-absence/securing-good-attendance-and-tackling-persistent-absence>
- Improving School Attendance: Support for Schools and Local Authorities
<https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>
- Attendance Interventions and Rapid Evidence Assessment
[Attendance interventions rapid evidence assessment | EEF \(educationendowmentfoundation.org.uk\)](https://educationendowmentfoundation.org.uk)
- Working with parents to support children’s learning
[https://d2tic4wvo1iusb.cloudfront.net/eef-guidance-reports/supporting-parents/EEF Parental Engagement Guidance Report.pdf?v=1635355222](https://d2tic4wvo1iusb.cloudfront.net/eef-guidance-reports/supporting-parents/EEF_Parental_Engagement_Guidance_Report.pdf?v=1635355222)
- Remote education
[Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Inclusion Flow Chart



School Attendance Flow Chart

Step 1 – Wider School Context

- School leaders understand that good attendance doesn't happen in isolation – there is an inter-relationship between attendance and the quality of the school's curriculum, ethos, behaviour and inclusivity (Securing Good Attendance and Tackling Persistent Absence, OFSTED, February 2022)
- Schools build respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. They make sure there is a welcoming and positive culture across the school (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Schools are mindful that communicating with parents without paying equal attention to communicating with pupils is unlikely to be successful in securing good attendance at school. This is particularly the case at secondary schools (Securing Good Attendance and Tackling Persistent Absence, OFSTED, February 2022)
- School leaders regularly communicate expectations for attendance and punctuality and school performance through their regular channels of communication with staff, pupils and parents (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)



Step 2 – Prior to the start of the Academic Year

- Schools engage with feeder schools or organisations to access absence information in order to identify target cohorts prior to transfer (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Schools deliver clear messages about the benefits of regular attendance on educational and well being outcomes to new pupils and families through prospectus and transition events



Step 3– Start of the Academic Year

- At the start of the academic year schools send **Attendance Letter 1 - Attendance – New School Year** together with the school's Attendance Policy to parents/carers
- Ensure the policy is up to date and on the school's website



Step 4 – Monitor Attendance

- Schools ensure robust systems provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as: children who have a social worker, children in care, young carers, children who are eligible for free school meals, children who speak English as a second language and children who have special educational needs and disabilities (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)



Step 5 – Initial Attendance Concerns

- Identify any pupil whose attendance or engagement with school is a cause for concern (below 95% including lates) - Early identification is essential to support them back into school
- **ACTION:** Send out **Attendance Letter 2 - Initial Attendance Concern**
- Listen to pupils and parents carefully to find out why they are not attending well enough. Listen, understand, empathise and support – but do not tolerate (Securing Good Attendance and Tackling Persistent Absence, OFSTED, February 2022)
- Ensure appropriate support which considers individual needs is put in place for pupils who are experiencing difficulties attending school – take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
- Liaise with other agencies working with pupils and families (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Liaise with the schools that the pupils’ siblings attend - ‘Primary and secondary school leaders working together can be powerful in finding out why issues are arising when pupils from the same family have poor attendance.’ (Securing Good Attendance and Tackling Persistent Absence, OFSTED, February 2022)
- Record any contact with pupil/parent/carers and log details of communication
- Agree review period - The school should determine the review period at the start of the process (recommendation is 15 days)
- Speak to your allocated Inclusion Lead for advice if required



Step 6 – Improvement

- Carefully manage the return of a pupil, particularly if they have been absent for a long period of time, provide good catch-up support to build confidence and bridge gaps (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Provide tailored praise and encouragement when pupils attend (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- If there is improvement send parents **Attendance Letter 3 – Attendance Improvement**



Step 6 – No Improvement (Attendance Meeting)

- School to arrange a meeting with parents/carers and pupil to discuss attendance concerns/needs (school staff only). Send parents **Attendance Letter 4 – Attendance Meeting**
- Challenge parents who do not make sure that their children attend, but also offer support where needed (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Where interventions fail to address attendance issues, identify the reasons why and where appropriate, change or adjust the intervention (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Pupil, parent and school agree on appropriate support or intervention at the meeting
- School could use an attendance action plan (see example)
- School take minutes at the meeting
- Agree review period with pupil and parents - The school should determine the review period at the start of the process (recommended review period is 15 school days but the school should monitor at least weekly)
- School to follow up with parents if they fail to attend
- School make a record of all contact with parents/interventions
- School bring the information about the child/young person for discussion at the half termly (upper/secondary and middle schools) termly (first and primary schools) **Inclusion Meeting** that takes place with the Inclusion Lead



Step 7 – Improvement

- Carefully manage the return of a pupil, particularly if they have been absent for a long period of time, provide good catch-up support to build confidence and bridge gaps (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- Provide tailored praise and encouragement when pupils attend (Improving School Attendance: Support for Schools and Local Authorities, DfE, March 2022)
- If there is improvement send parents **Attendance Letter 3 – Attendance Improvement**

Schools are responsible for arranging, chairing, minute/note taking for all meetings

Step 7 – No Improvement – Inclusion Panel

- School to arrange an Inclusion Panel (held at school) including the following attendees: school staff, Inclusion Lead, parents, pupil, other professionals if relevant
- School to inform the Inclusion Lead of the children and young people they wish to bring to Inclusion Panel (1 week before the date of the panel)
- School need to complete the Inclusion Panel Checklist (included in this guidance)
- Send parents **Attendance Letter 5 – Invite to Inclusion Panel**
- Depending on previous meetings/ discussions/ support outlined there are three possible routes for the panel:
 - Discussion about any new information and any additional support that will be put in place, giving a time frame for improvement and schedule a further Inclusion Panel if necessary
 - Recommend further action such as a penalty warning notice or other legal action including prosecution through the magistrate’s court
 - Recommend further discussion at the Locality Inclusion Partnership (LIP) meeting and/or In Year Fair Access (IYFA) in order to access further support
- NB. If parents/carers fail to attend the Inclusion Panel, the discussion and decisions on next steps will still take place. Outcomes will be communicated to parents/carers by letter. Send **Attendance Letter 6 – Failure to Attend Inclusion Panel**
- School to take minutes and distribute them to all panel members including parents/carers
- Agree review period with pupil and parents - (recommended review period is 15 school days but the school should monitor at least weekly)

Issuing Warning of a Penalty Notice Flow Chart

Schools should take all reasonable steps to ensure good attendance without the use of Penalty Notices.
All Penalty Notices must be issued following the Dorset Council protocol set out here.

Issuing of Warning agreed at Inclusion Panel



School complete penalty notice warning request form and send to Dorset Council Business Support Team (e-mail address on form) and Inclusion Lead



Dorset Council's Business Support Team send the notice to the adult's indicated on the form, outlining the 15-day review period (copies will be sent to schools)



School monitor the child's attendance for 15-days whilst continuing to encourage regular school attendance



At the end of the 15-day period, Dorset Council's Business Support Team contact the school for a copy of the child's registration certificate (attendance record)



Inclusion Lead reviews attendance and decides whether to issue penalty notice/s



If the decision is to issue a penalty notice, Dorset Council's Business Support Team sends a penalty notice to all adults who received warnings



If the decision is not to issue a penalty notice, Dorset Council's Business Support Team will send a no Further Action letter



If the decision is to issue further warnings, Dorset Council's Business Team will send these out



Parents have 21 days from issue in which to pay £60 penalty. They then have a further 7 days in which they can pay a higher penalty of £120



If paid, no further action

If not paid, Inclusion Lead to begin legal process.

AV1's Available for Your School



St Ives Primary School, Dorset

Dorset has a number of AV1's available for your school to help improve attendance.

AV1's are distance learning robots. Children and young people can partake in the vital education and social aspects of school from home or even a hospital bed.

They have been used successfully in a range of Dorset schools, including first, primary, middle and secondary provision.

AV1's sit in the classroom in place of the child, and the child can then join in lessons by listening, watching the teacher, asking questions, and participating in discussions. The child or young person can operate the AV1 from a phone or tablet, wherever they might be. It also officially counts as attendance. Increasingly schools are using them with children who are suffering with anxiety and looking for a way of enabling them to return to classroom. The AV1 can provide a step towards this.

Live streaming

AV1 transmits a live stream, from the AV1 to the AV1 users' tablet. This means that no data is recorded. The live stream is end-to-end encrypted, meaning it is impossible for any external party to access the video/audio sent from the AV1. It is not possible to record or screenshot when using the AV1 app on an Android device.

Knowing who is accessing AV1

Only one user can be connected to the AV1 at any time. You'll know the user is connected when the eyes light up. The AV1 user must enter this 4-digit code each time they wish to use their AV1. In addition, the AV1 user/their guardian are required to digitally accept terms and conditions, which state that only the AV1 user will be using the AV1.

Want to know more?

All the information on how to book one out for your school can be found [here](#) We can also offer a free trial. Any queries please contact us at AV1@dorsetcouncil.gov.uk

Letter 1 – Attendance – New School Year

Dear Parents and Carers

Information for parents and carers on the importance of attendance and the attendance process.

School name are committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim. We will work hard to provide a safe and welcoming environment for your child and will monitor attendance closely.

Good school attendance improves your child's chances of success in life. There is clear evidence of the link between good attendance at school and high levels of achievement. Children with no absence at key stage 4 are almost 2 times more likely to achieve 5 or more GCSEs than children who missed 10-15 percent of lessons.

If your child has an attendance level of 90%, they will have missed one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five-year period it would mean half a school year would have been missed.

We would really appreciate your help in ensuring that your child has good school attendance. If there is a concern, we will write to you and talk with you so that we can work together to identify any barriers that may be preventing your child from attending school and ensure support is put in place. We may also contact the Inclusion Team at Dorset Council for advice and support or other organisations that may be able to help. It is hoped that this will be successful in improving attendance.

Where support has failed to address attendance issues, we will contact you again to invite you to a meeting where we can identify the reasons why attendance has not improved and change or adjust the intervention where appropriate.

Here at **school name** we are determined to ensure that all our students have the opportunity to achieve success and have an excellent record of attendance. If following additional support attendance does not improve sufficiently, you will be invited to meet with the school and an Inclusion Lead from Dorset Council at an Inclusion Panel. Other professionals may also be invited where appropriate. This meeting is an opportunity to meet and discuss why your child has a high absence rate and seek solutions to any problems.

The Inclusion Panel can recommend several outcomes, which can include a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice, a Parenting Order or seeking prosecution which could result in a fine of up to £2,500.

It is hoped that such measures will not be needed and that your child will have a good record of attendance, is happy and achieves the best possible outcomes.

Yours sincerely

Headteacher's signature

Name

School

Letter 2 - Initial Attendance Concerns

Date

Absences Matter and You Can Help

Dear parent/carer's name,

Pupil name has missed more school than their classmates.

Pupil name was absent number days so far this school year.

Pupils fall behind when they miss school – whether students are absent for authorised or unauthorised reasons.

You can have a big effect on pupil name's absences this term, and we appreciate your help.

Pupil name has had number of absences which means their attendance is percentage %. The average number of absences in Year year group is number which means the average attendance is percentage %.

What does the attendance percentage really mean?		
Attendance %	Days Lost	Lessons Missed
100%	0 Days	0 lessons
97%	1 Week	Number lessons
94%	2 Weeks	Number lessons
90%	4 weeks	Number lessons
85%	6 Weeks	Number lessons
80%	8 Weeks	Number lessons

Yours sincerely,

Headteacher's signature

Name

School

Letter 3 - Attendance Improvement

Date:

Dear parent/carer's Name

Thank you

We are pleased to say that child's name's attendance has improved and is currently percentage %.

Thank you so much for your support in this. We really do appreciate your help as there is clear evidence that good school attendance improves a child's chance of success in life.

Please do contact me if you would like to discuss anything further. E-mail address and telephone number

Yours sincerely

Headteacher's signature

Name

School

Letter 4 - Invite to Attendance Meeting

Date:

Absences Matter and You Can Help

Dear parent/carer's name

School name are committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim.

Unfortunately, following our letter/meeting/discussion child's name attendance has not sufficiently improved. They have number absences and so their attendance is currently %.

We would really appreciate your help in improving this and are therefore inviting you to an attendance meeting in school on date, time and venue. This meeting will be attended by insert details. It is really important that you attend this meeting so that any issues or concerns which may be contributing to child's name non-attendance can be discussed and support put in place. You are welcome to bring someone along with you.

Please e-mail us or telephone to confirm receipt of this letter and your intention to attend the meeting by contacting insert name, e-mail address and telephone number.

Please be aware that Dorset Council's Inclusion Team may be informed of child's name current attendance.

Yours sincerely

Headteacher's signature

Name

School

Letter 5 - Invite to Inclusion Panel

Date:

Absences Matter and You Can Help

Dear Parent/carer's name

School name are committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim.

Unfortunately, following our meeting child's name attendance has not sufficiently improved. They have number absences and so their attendance is currently %.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the school at which he/she is registered. You also have a responsibility to contact the school each day should the child be unable to attend for any reason.

You are therefore required to attend an Inclusion Panel on date, time and venue. You are welcome to bring someone along to support you.

This meeting will also be attended by insert name from the school and insert name, Inclusion Lead, Dorset Council. Name of school values the working partnership we have with parents and it is important that you attend this meeting so that any issues or concerns which may be contributing to child's name's non-attendance can be discussed. If you do not attend the meeting, we will discuss child's name's school attendance and a decision will be made, in your absence, on the appropriate action.

PLEASE NOTE: All further absences may be marked as unauthorised and sickness absences should be supported with evidence such as a GP's appointment card or prescription, or hospital letter.

Please telephone or email to confirm receipt of this letter, and your intention to attend the meeting by contacting name and phone number/email. Dorset Council has already been made aware of child's name's current attendance.

Yours sincerely

Headteacher's signature

Name

School

Letter 6 - Failure to attend Inclusion Panel Meeting

Date:

Dear Parent/carer's name

Failure to Attend – Name of Child – DOB

Following the Inclusion Panel on Date which you did not attend, please find enclosed the minutes of the meeting which include the actions and decisions of the panel.

Insert Minutes Inclusion Panel outlining the agreed actions.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the school at which he/she is registered. Parents/carers may be liable to prosecution under (s) 444 Education Act 1996 (as amended) if they fail to ensure that a child of compulsory school age attends regularly at the school at which the child is registered. You also have a responsibility to contact the school each day should the child be unable to attend for any reason.

PLEASE NOTE: All further absences may be marked as unauthorised and sickness absences should be supported with evidence such as a GP's appointment card or prescription, or hospital letter.

We will continue to monitor child's name's school attendance closely, including arriving on time for school.

At name of school, we are determined to ensure that all our pupils have the opportunity to achieve their best and we want all our pupils to have an excellent record of regular punctual attendance. We value the working partnership we have with parents. If you would like to discuss the Inclusion Panel minutes, please contact name of person and contact details.

We hope to see a significant improvement in school attendance. It is only through excellent attendance that your child will achieve all that they are capable of achieving and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely

Headteacher's signature

Name

School

Letter 7 - Lates Letter

Lateness Matters and You Can Help

Date:

Dear Parent/Carer's name

At name of school, we are determined to ensure that name of pupil has the opportunity to achieve their best and we want him/her to have an excellent record of regular punctual attendance.

Pupil name has been late on number days so far this school year.

You can have a big effect on pupil name's punctuality this term, and we appreciate your help.

We are sure that you are aware of the importance of punctual school attendance for pupil's name.

- When they are on time, Pupil's name will be part of all the important learning and hear all the instructions on how to complete a piece of work
- Social interaction with peers before school is important if pupil's name is to form friendship groups
- Arriving on time may be less embarrassing for pupil's name
- When pupil's name arrives on time they can settle more easily, this more likely to maintain a calm learning environment for them and their classmates

The school site is open for pupils to arrive from time and the children are expected to be in class ready to begin the school day by time.

We value the working partnership we have with parents. If you would like to discuss any aspect of your child's attendance or punctuality with us please contact the school office to arrange a meeting with the attendance officer/your child's class teacher.

Yours sincerely

Headteacher's signature

Name

School

Example of an Attendance Action Plan

Pupil Name		Year Group	
Address			
Name/s of parent/s			
Contact Number			

Attendance during period of monitoring	%	Sessions of unauthorised absence	
--	---	----------------------------------	--

Details of supporting agencies			
Member of School Staff		Role	
Inclusion Lead		Contact details	
Other		Contact details	

The attendance action plan is a formal written agreement with the Parent(s), pupil, school, Local Authority and other agencies to support the following action to address the concerns we have around school attendance of the pupil.

A meeting was convened to address the following issues:

1. The reasons for the pupil's non-attendance at school
2. Actions that can or need to be taken by any or all of the people involved, to ensure the pupil's improved attendance at school.
3. To identify an agreed level or attendance for the pupil to achieve during the review period.
4. The potential consequence of legal action should the pupil's school attendance not improve.

Date of action plan:	To be reviewed on:
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Please note that if the issue of attendance (and punctuality) continues to be a problem, as a result of the action plan not being adhered to, this may be used as evidence in any legal action.

Reasons for absence

Record of discussion

ACTION PLAN

The parent/carer agrees to:

Suggested Action	Tick
Make sure pupil attends school every day	
Look for the pupil if they leave the school site and when possible return him/her to school should	
Find out where the pupil goes when he/she is not in school and inform school or other so that action can be taken.	
Attend any further meetings regarding attendance	
Notify the school on first day of absence, giving a reason and indicating an expected return date/time	
Contact the school as soon as you become aware of concerns, issues or problems that you or the school have	
Contact if the pupil feels that the school are not dealing with an issue, or the pupil feels uncomfortable about discussing an issue with the school	
Notify the school of any occasions when they know that the pupil will be late giving reasons.	
Keep the school updated with full contact details including, where possible, a phone number.	
Ensure that the pupil is seen by a GP when ill and provide medical evidence of any absence due to illness (i.e appointment cards, prescriptions, letters, etc.)	
Work with any professionals who are seeking to support the child/ family	
Other actions	

The pupil agrees to:

Suggested Action	Tick
Attend school as agreed and on time	
Be responsible for obtaining a registration mark even if he/she is late for school	
Attend any future meetings regarding attendance	
Be responsible for getting out of bed each morning to get to school on time and be aware that if he/she is late they will have to face the consequences	
Make sure they follow the conditions of any attendance report	
Tell his/her parent/carer (or another named person) of any concerns especially if they are likely to affect attendance.	
Contact named teacher and let them know of any problems generally or regarding school work	
Any other actions	

The school agrees to:

Suggested Action	Tick
Provide appropriate education and support (add details)	
Ensure that the pupil's attendance is monitored on a daily basis	
Be available to discuss problems	
Place the pupil on an attendance report	
Liaise closely with the parent/carer and other professionals should there be any problems, concerns or issues regarding the pupil – including any unexplained absences	
On receiving a call from the parent/carer, check that the pupil is in school	
With parent/carer and pupil's agreement, make appropriate teaching staff aware of pupil's situation	
Respond to and/or deal with any problems raised by the pupil, parent/carer or other professionals	
If appropriate, consider alternative provision	
If appropriate, consider an amended timetable	
Any other actions	

Other professionals supporting the family/pupil agree to:

Suggested Action	Tick

I agree to follow the above plan:

Parent's signature Date.....

Parent's name

Pupil signature Date.....

Pupil name.....

Parent's signature Date.....

Parent's name

School representative signature.....Date.....

School representative name.....

Other professional signature:Date.....

Other professional name.....

Inclusion Panel Checklist

SCHOOL NAME:			
CHILD'S NAME:		DATE OF BIRTH:	YEAR GROUP
ETHNICITY:		LANGUAGES SPOKEN:	
NAME OF PARENT/CARER:			Insert "X" for Parental Responsibility
CHILD'S HOME ADDRESS:		Insert "X" as applicable	
PARENT(S) HOME ADDRESS (if different)		Child in Care/Child Protection /Child in Need/Early Help:	SEN:
			EHCP
		Gypsy, Roma Traveller (GRT):	Pupil Premium:
CONTACT NUMBERS			
PLEASE INDICATE REASON FOR BRINGING TO PANEL:			
Attendance			
Behaviour / Risk of Exclusion			
PLEASE LIST ANY SIBLING(s):			
Name of Sibling/s	DOB	Name of School and Year Group	INVITED TO PANEL? Yes / No
ATTENDANCE CHECKLIST (Please tick all that apply):			
<ul style="list-style-type: none"> • Current attendance record attached • Attendance below 90% with significant unauthorised absence • Copies of all attendance letters sent to parents attached • Log of communication with family and other professionals attached • Log of interventions offered to young person • Minutes of previous meetings attached • Agencies with current involvement notified / invited to panel (If they cannot attend, please seek their views and request report) • TAF held 			

BEHAVIOUR CHECKLIST (Please tick all that apply):

- Behaviour log
- Log of interventions offered to support young person
- PSP attached
- Details of previous exclusions
- Minutes of previous meetings
- Agencies with current involvement notified / invited to panel (if they cannot attend, seek their views and request report)
- TAF held (if appropriate)

Name:

Position in school:

Date:

Please email this checklist and all relevant documents/evidence to your inclusion lead a week before panel.

Inclusion Panel Meeting

School /Setting:	
Date of Panel:	
Name of Student:	
Year group:	
Attendance %:	
Number of sessions lateness L and U:	
SEN Status:	
Safeguarding Status:	
Pupil Premium:	
Number of sessions of Fixed Term Exclusions/Suspensions:	
Parent's Name:	
Parent's Contact Details:	
Teacher's Name:	
People invited to panel:	
Present at Panel:	
Outline of current situation: (reason for bringing to panel, interventions tried, SEN, social care status)	
Discussion:	
Agreed Actions:	By Whom /When:
Review Meeting Date:	

Request for Penalty Notice Warning Letter / Penalty Notice

Date	
School	
Inclusion Lead Name	
Name of Pupil	
Date of Birth	
Year Group/	
Adult 1 Full Name & Address	
Adult 2 Full Name & Address	
School Contact	
Details of other agencies involvement	
Additional Information	
Details of all involvement and support received from school	
Date of Meetings and Inclusion Lead Discussion	

N.B. If there are two adults (with an influence over the child’s education) who you wish the letter to go to and they are not at the same address, please provide full details of both their addresses.

Please attach latest registration certificate (attendance record).

Warning Letters and Penalty Notices cannot be issued without all of the information and registration certificate (attendance record).

Email to penaltynotices@dorsetcouncil.gov.uk and your inclusion lead.

Medical Referral

Child name		D.O.B.	
School		Year group	
Safeguarding status*		SEN status**	
*Safeguarding concerns			
**SEN needs			
Ethnicity		Attendance %	
Pupil Premium		Unauthorised %	
Authorised %		Last date attended	
Risk assessment?			
Name of parent/s			
Contact details			

Child's Strengths:

Child's views:
What is going well?
What help do you think you need?
Other thoughts/views

Current attainment:

Y1	Phonics				
KS1	Reading		Writing		Maths
KS2	Reading		Writing		Maths
	GPS				
Y4	Times tables				
KS3	English		Science		Maths
KS4	English		Science		Maths

Any other relevant scores e.g. CAT:

Name of professionals involved with the child:

Early Help		Educational Psychologist	
Social Worker		Youth Offending Service	
DSL for Child Protection		CAMHS	
Virtual School		GP	
Other Health Professional		Other Agencies	

What is being requested?	
Reason for referral?	
What support/ intervention has the school and other services tried and what was the impact?	
Desired outcome from requested provision?	Outcome 1 Outcome 2 Outcome 3
Anticipated length of time provision will be required	

Name of referrer	
School/Service	
Date of referral	
Referrer has permission of parent to make request	Yes/No

Please return the medical referral form to your Inclusion Lead with the child's attendance record, risk assessment (if relevant) and EHCP (if relevant).