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| --- | --- |
| **Pre-Fast Track:** | **Notes:** |
|[ ]  ***Consider what early intervention you have done to attempt to engage the parent and address the attendance issue*** Have you considered the following and applied the requirements of your Attendance Policy?* Clear communication with parent
* Attendance support meeting and plan (early intervention meeting)
* Head of Year meeting with pupil
* Target setting
* Attendance report
* Identified where the issue is i.e. lesson problem, transport, family support etc
* In school support from pastoral worker/PSA
* Referrals to outside agencies
* Have you sent the pre-legal intervention warning letter?
 |  |
|[ ]  ***Complete background checks**** Has there been previous attendance issues you are aware of at current or last school? What worked before?
* Are there any siblings in other schools – check if they have attendance issues? Consider holding joint ASP or Fast Track with another school (This can save time and resources and provide a targeted approach)
 |  |
|[ ]  ***Ensure your data is accurate**** are you certain the herringbone is correct? Make sure you have clarified any ‘N’ codes
 |  |
| **Early intervention has not worked. Does it fit the criteria for Fast Track?****15% unauthorised absence over the previous 6 school weeks****= absent for 9 sessions/4.5 school days within 6 school weeks** |
| **Preparation for the Initial Fast Track Meeting** | **Notes:** |
|[ ]  ***Set a date and time for the initial Fast Track meeting*** * consider parents with younger children at school with start/finish times
* parents who may work
* parents with caring commitments
* consider using an alternative location if the school is a barrier to engagement
* consider attendees accessibility
* are parents classed as EAL, as letters may need to be translated
 |  |
|[ ]  ***Send invite letters to the initial Fast Track meeting**** these should be sent at least 5 working days prior to the meeting date
* all ‘parents’ should be sent individual invite letters
* ensure a copy of the pupil’s herringbone is attached
* ensure all parents have been invited this will include- non-resident parents and adults who live in the child’s home who have care of the child
* Book an interpreter where parent(s) are classed as EAL
* Ensure all relevant professionals involved with the child and family are invited to the initial Fast Track meeting e.g. Social Care, Early Help, Mental Health (CAMHS), YOT, School nurse etc
* Keep a copy of the invites sent for your records
 |  |
|[ ]  ***Complete wishes and feelings work with the pupil prior to the meeting so the child’s voice can be included***  |  |
|[ ]  ***Ensure someone from the SLT/Year Head/Year Deputy Head can attend meeting to chair and make decision on behalf of the school*** |  |
|[ ]  ***Ensure someone who can take minutes will be in attendance*** |  |
|[ ]  ***Obtain all information relating to the child in school*** e.g. behaviour, attainment, support already in place, complete a ‘round robin’ to teaching and pastoral staff. |  |
|[ ]  ***Print out an up to date herringbone*** (it’s helpful to highlight the absence) |  |
|[ ]  ***Prepare the room***:* Consider room location
* Consider parents with mobility issues – where can you hold the meeting that is accessible?
 |  |
| **Initial Fast Track Meeting – Parents have attended** | **Notes:** |
|[ ]  ***Remember to introduce everyone***; parent(s) may not have met all those in attendance |  |
|[ ]  ***Introduce the fast track process**** Summarise why you are all there what are the school’s concerns
* Make sure you check parent details, full names, DOB’s, address
* Are you aware of all parents?
* What has the school done to try and address the concern
* Talk through the attendance herringbone and speak about all individual absences
* Is the parent fully aware of the absences?
 |  |
|[ ]  ***Capture what the parent(s) has said in the minutes***:* What have they done/what efforts has the parent(s) made to ensure the pupil’s attendance? Getting them up every morning, driving them to school, etc.
* Are there any mitigating or difficult family circumstances?
* Is the parent seeking help/advice?
* Has the parent(s) provided medical evidence which justifies the absence?
* Are there any transport issues that could provide a statutory defence?
 |  |
|[ ]  ***Capture the voice of the child****:** What needs to change for them to be in school every day?
* Include the wishes and feelings work that was completed prior to the meeting
 |  |
|[ ]  ***Ensure minutes are fully completed***:* Detailing reasons for absence, and action plan created detailing how attendance will improve and who needs to do what. Make sure every box is completed on the minutes
* Make sure the action plan is balanced with all taking a role in what you are going to do
* Make sure the action plan states what support is going to be offered to the family by the school
* Make SMART (specific, measurable, achievable, realistic, timely) action points, don’t just list the desired aim but how this is going to be achieved
 |  |
|[ ]  ***Ensure minutes are signed by those in attendance:**** Ensure that all those in attendance at meeting receive a completed, signed copy of minutes with an up-to-date herringbone before they leave
* Any professional who is absent from the meeting should be sent a copy of the minutes, with herringbone and letter stating sorry they did not attend
* Keep a copy of the signed minutes and YTD herringbone used for your records

**It is important that it is explained to parents the consequences of no improvement in attendance** |  |
| **Initial Fast Track Meeting – Parents have not attended** | **Notes:** |
|[ ]  ***If parents do not attend the meeting, you do not need to complete the paperwork**** All ‘parents’ who have not attended should be sent individual Did not attend initial Fast Track letter and offered a further opportunity to engage with the Fast Track
* Remember to translate letters for any parent(s) classed as EAL
* Keep a copy of the letters sent and YTD herringbone used for your records
 |  |
| **Prior to the review Fast-Track meeting**  | **Notes:** |
|[ ]  ***Ensure you send all parent(s) individual reminder invite letters:**** these should be sent at least 5 working days prior to the meeting date
* ensure a copy of the pupil’s herringbone is attached
* ensure all parents have been invited this will include- non-resident parents and adults who live in the child’s home who have care of the child
* Book an interpreter where parent(s) are classed as EAL
* Ensure all relevant professionals involved with the child and family are invited to the Review Fast Track meeting e.g. Social Care, Early Help, Mental Health (CAMHS), YOT, School nurse etc
* Keep a copy of the invite letters sent for your own records
 |  |
|[ ]  ***Complete wishes and feelings work with the pupil prior to the meeting so the child’s voice can be included***  |  |
|[ ]  ***Ensure someone from the SLT/Year Head/Year Deputy Head can attend meeting to chair and make decision on behalf of the school**** ideally this should be the same member of staff who attended the initial meeting to ensure consistency and prevent more than one witness statement needing to be created if case moves to prosecution
 |  |
|[ ]  ***Ensure someone who can take minutes will be in attendance*** |  |
|[ ]  ***Prepare the room***:* consider room location
* Consider parents with mobility issues – where can you hold the meeting that is accessible?
 |  |
| **Review Fast Track meeting** | **Notes:** |
|[ ]  ***Print out attendance certificate:**** Print this out on the day of the meeting with an attendance summary % from initial to review date, this will support you to visually show parents if pupil has attended regularly within that period
* ***Highlight absence in terms of days or hours of learning lost instead of percentages and sessions so that parents fully understand***
 |  |
|[ ]  ***Capture the pupil’s voice***:* what has made a difference or helped?
 |  |
|[ ]  ***Capture the parent(s) voice:*** * what have they done differently to bring about a change?
 |  |
|[ ]  ***Ensure the minutes are fully completed:**** include an update on the pupil’s attendance/behaviour/attainment
* what support has school put in place
* what reasons have been provided for any further absence?
 |  |
|[ ]  ***Review the action plan:**** what has worked?
* Do further actions need to be agreed
 |  |
|[ ]  ***Ensure minutes are signed by those in attendance:**** Ensure that all those in attendance at meeting receive a completed, signed copy of minutes with an up-to-date herringbone
* Any professional who is absent from the meeting should be sent a copy of the minutes, with herringbone and letter stating sorry they did not attend
* Keep a copy of the signed minutes and YTD herringbone used for your records
 |  |
| **2nd offer of Initial/Review Fast Track meeting – Parents have not attended** | **Notes:** |
|[ ]  ***If parents do not attend the meeting, you do not need to complete the paperwork**** For ‘parents’ who have chosen not to engage with the Fast-Track meetings send individually Did not attend Fast Track review letter (either ‘improvement to close’ or ‘referral to LA’)
* Remember to translate letters for any parent(s) classed as EAL
* Keep a copy of the letters sent and YTD herringbone used for your records
 |  |
| **Regardless of whether the parents have engaged with the offer of meetings you need to review the pupil’s attendance record and decide which next step is appropriate.**  |
| **Decision – What needs to happen next?**  | **Notes:** |
|[ ]  ***Option 1:**** Attendance has improved there has been no further absence or the absence has been authorised
* Remember to acknowledge good changes and efforts with parent(s) and pupil
* Remind parent(s) and pupil to sustain effort as Fast Track can be repeated
* Ensure parent is informed of outcome in writing that the Fast Track will be closed
* Close the fast track
 |  |
|[ ]  ***Option 2:**** There has been further absence, but the parent has provided you with a statutory defence e.g. medical evidence
* Close the fast track but review the action plan to address the pupils needs to ensure they can attend school
* Remind parent(s) and pupil to sustain effort as Fast Track can be repeated
* Ensure parent is informed of outcome in writing that the Fast Track will be closed
* Continue to monitor and support pupil and family to secure regular attendance at school
* Close the fast track
 |  |
|[ ]  ***Options 3:*** ***Have further factors come to light since the initial meeting that need to be considered? Or has there been some improvement, but not 100% and absence does not meet the legal criteria of 15% unauthorised absence during the prosecution period**** School can choose to either hold a further review meeting with the parent(s) in attendance or an internal review. However, whichever option is chosen this must be clearly communicated with the parents
* If school, choose to hold an internal review without the parent in attendance the parents must be informed of the outcome in writing
* If attendance improves during further review period see option 1
* If attendance continues to be a concern during further review period see option 4
 |  |
|[ ]  ***Option 4:**** There has been continued unauthorised absence and attendance targets have not been met
* There is 15% or more unauthorised absence during the Fast-Track period (prosecution period)
* Schools’ decision is to refer the case to the Attendance Team for consideration of prosecution, see ‘submitting an application to prosecute’
 |  |
| **Submitting an Application to Prosecute** | **Notes:** |
|[ ]  **Following the decision to proceed with prosecution you must now complete the Application to Prosecute and speak with the Attendance Team.** Prior to completing the prosecution pack, you must speak to the Attendance Team, they will talk through your intervention to date and ensure it is appropriate to proceed. * They will confirm if the case is appropriate to proceed and advise you to send written notification to all parents that the case will proceed to prosecution
* They will confirm if the case is appropriate to proceed and advise you to send written notification to all parents that the case will proceed to prosecution
* They will confirm the prosecution period dates that will be required on the head teacher certificate (S566)

They will advise on-* Who needs to complete the witness statement (S9) and what needs to be included
* What exhibits need to be included and how these need to be presented
* How you need to submit the whole prosecution pack and the date this will need to be received by
 |  |
| **Whichever option is appropriate it is essential that parent(s) are informed individually by post of the decision that has been made ensuring that a current herringbone has been included. Ensure that parents are aware that their child’s attendance will be kept under review, that the offer of support is ongoing and keep a copy for your own records.** |