



Student Name:
Date Attendance Plan Implemented:

Form:

Parental Prosecution Procedure

Referral to EWO from Year Mentor where despite intervention attendance continues to be a cause for concern.

JS to send letter to parents informing them of the Referral.
Meeting with parents and student arranged where an initial assessment will be completed.

JS to put relevant support/ referrals in place as identified in the initial assessment.
JS to put the student on an attendance support plan (conclusion of initial assessment,) highlighting interventions, contact with parents, referrals etc.
JS to review attendance with student weekly (where appropriate) in order to identify any issues/ concerns which may impact negatively on attendance. Gather Evidence.

Attendance improves (reviewed every 6 weeks) and is continued to be monitored by EWO and Year Mentor

Attendance Improves
(to be reviewed every 6 weeks.)

FPN Issued Paid. Attendance has not improved. Parental Prosecution to be explored. Evidence to be gathered. Letter to parents to inform.

FPN Issued Not Paid. Not at the stage of parental prosecution. Parental Prosecution to be explored. Evidence to be gathered. Letter to parents to inform.

FPN Issued Not Paid. Parental Prosecution appropriate. Evidence previously gathered.

Final Notice Warning Letter issued from IG. Meeting with JS and IG to discuss concerns offered. To be reviewed in 2 weeks.

LA Approves Request for Prosecution. JS to represent Ysgol Aberconwy in Court.

LA Refuses Application for Parental Prosecution. LA to advise on Alternative Course of Action.

Attendance Does Not Improve: Letter to Inform Parents Prosecution will be pursued.

JS to inform SSD of Pursuit of Parental Prosecution- If no concerns JS to complete Parental Prosecution Paperwork.