



Student Name:
Date attendance Plan Implemented:

Form:

ESO 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/Home visit 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 and is continued to be monitored by EWO and Year Mentor.

Attendance Continues to be a Concern. Parents engaging. Student refusing to engage.

ESO Identified as appropriate as most appropriate route of action.
Letter to parents and student to inform of ESO pursuit.

JS to contact SSD to ensure ESO is appropriate. If agreed JS to complete ESO Paperwork and apply to LA for ESO.

ESO Approved

JS to act As Supervising Officer of ESO.

Attendance Improves and monitored for 12 months.
ESO to be considered for review after 12 months.
Contact Sian Pineau for renewal. Complete updated statement for ESO.

Letter sent to congratulate on Improvement.

ESO Not Approved.

LA to advise on appropriate action.

Attendance Does Not Improve-
Letter sent to parents to inform of the ESO Failing.

Court to advise on Appropriate Action Moving Forward. Potential for SSD involvement, prosecution.