

Ealing School Attendance Service

Attendance referral checklist

Model letters and templates are available here: [Attendance | Ealing Grid for Learning](#)

This checklist should be completed before submitting an attendance referral. The Ealing Attendance Service will use one of the following interventions to improve attendance: Attendance Contract, Warning letter, Notice to improve letter, Fixed Penalty Notice, Further legal action. We may also work as part of a multi-agency approach.

Please note: For Children Looked After (CLA), in addition to your usual processes, please ensure you are sharing any concerns with: The child's Social Worker, the Carer, the parent if applicable and child's virtual school; the case worker assigned to the child (this may not be Ealing)

We would ask that schools please consider the following:

1. Clearly communicate attendance concerns to parent/carers:

Letter 1

Letter 2

Formalised support meeting (if offered, and did not attend, this should be evidenced)

Letter 3

2. Formalised support, through one or more of these processes: EHAP, School Attendance Contract or an Attendance Support Plan

Support to be considered where applicable:

- ✓ Voluntary early help assessment (EHAP).
- ✓ Monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the pupil, parents and any other partners involved.
- ✓ Signposting or referrals to wider local authority or health services that might support the family (e.g., housing needs, drug, and alcohol support).
- ✓ Signposting or referrals to voluntary and community sector programmes or support (e.g., foodbanks or community support groups).
- ✓ Support and advisory services (e.g., benefit support).
- ✓ Statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance)
- ✓ Work with other schools in the local area, such as schools previously attended and the schools of any siblings.

- ✓ Formal parenting programmes (e.g., a course with a specified number of sessions)
- ✓ Provision of mentoring, careers advice, college placements, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.

3. Considered the impact of mental or physical ill health or their special educational needs and/or disabilities

SEND

[SENDline - advice and support for SENCOs | Ealing Grid for Learning \(egfl.org.uk\)](#)

For pupils with an EHCP, where attendance issues are related to an unmet need, please ensure that you have held and emergency annual review before referral to the Ealing School Attendance Service.

Medical needs

[Managing medical conditions in schools | Ealing Grid for Learning](#)

[Ealing Alternative Provision \(EAP\) supporting pupils with medical needs policy | Ealing Grid for Learning](#)

[School nursing service | Ealing Grid for Learning](#)

Mental health

[Ealing mental health in schools \(padlet.com\)](#)

[Mental health | Ealing Grid for Learning \(egfl.org.uk\)](#)

[Reasonable adjustments](#)

[Reduced timetable](#)

[Ealing Therapeutic Thinking \(padlet.com\) and Early Prognosis Tool](#)

[SAFE Evolve referral pathway](#)