



Step 1

Casework can be detailed and complex and incorporate many methods. Best practice includes direct contact with parent in numerous and varied means including contact within the home environment.

(If you feel unable to deliver casework effectively, direct work or resources and training to develop skills can be provided by Babcock Prime)

Step 2

Where casework has failed to secure improved attendance or there's lack of parental engagement, issue a First Notice. (2 templates of First Notice are available: i) there has been casework contact with parents; ii) despite attempts there has been no contact with parents)

Step 3

Where casework fails to secure improved attendance and Worcestershire County Council's definition of irregular attendance has been met -

- i) Where a period of improved attendance is considered achievable issue a 15 day notice specifying 15 school days requiring full attendance.
- ii) Where a 15 day notice period is not considered achievable or there's been lack of parental engagement to date issue a Final Notice letter giving parents an opportunity to submit any further information

Step 4

Consider whether an application for an Education Supervision Order is appropriate and make comment with the referral

Step 5

Where parents have submitted mitigating information use professional judgement to determine the next course of action ie continue with casework or complete and submit a request to initiate legal proceedings form.

When parents have not provided any further information complete and submit a request to initiate legal proceedings form.

In respect of a failed 15 day notice period the local authority will offer parents the opportunity to dispose of the offence by payment of a penalty notice fine.