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Rotherham Early Help 'School Attendance Matters Pathway' for Schools – Part 1 of 2
Based on Working Together to Improve School Attendance (2024)

Please see part 2 of 2 for accompanying guidance on the implementation of this pathway and the Rotherham Code of Conduct

10 sessions of unauthorised absence in a rolling 10 school weeks
Threshold set by DfE in Working Together to Improve School Attendance (2024)

Is support appropriate?
See part 2 of 2 for accompanying guidance.

NO

YES

Is there an existing Early help Assessment or Social Care Assessment?

YES

NO

School to contact & collaborate with the Lead Professional to share concerns about attendance and ensure a partnership plan of support is in place.

School to engage parents, carers and the child(ren) with a school led EHA to ensure barriers to attendance are understood and support is in place to address.

For parents / carers who will not engage with an Early Help Assessment, school to put in place an Attendance Contract.

If parents / carers do not engage with an Attendance Contract or attendance does not improve after 3-6 weeks.

Notice to Improve letter to be sent

Monitor attendance for 3 – 6 weeks

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Does attendance improve sufficiently?

YES

NO

Continue with support plan until attendance has improved.
Schools are encouraged to recognise and reward good attendance.

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Schools should ask themselves...

- Has the Rotherham Code of Conduct been met?
- Is enforcement the most appropriate option to improve attendance and change parental behaviour?
- Has all options to support the family been offered?
- Have reasonable adjustments been implemented according to the Equality Act 2010?
  For pupils who have SEND

If answered NO to any of the questions

Continue with targeted support, and review.

If answered YES to all questions

Request to the LA letter to be sent to parents to notify them of a referral to the LA

Referral to the LA
*Within **10 working days** of the letter being sent*

Local Authority Screening to take place

- Has the Code of Conduct been met?
- Has there been previous enforcement?
- What is the most appropriate option to improve attendance and change parental behaviour?
- What support has been put in place / offered?
- Have reasonable adjustments been implemented according to the Equality Act 2010?
  For pupils who have SEND
- Where required, checks to be made with other LA's

Possible Outcomes:

Fixed Penalty Notice (FPN) to be issued by the Local Authority according to the Code of Conduct.

First FPN:
£160 per parent, per child to be paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.

Second FPN:
£160 per parent, per child to be paid within 28 days.

Third occasion:
An FPN will not be issued and the Local Authority will consider alternative enforcement.

Local Authority School Attendance Panel Referral (LASAP)

- Education Supervision Order.
- Prosecution.
- Fixed Penalty Notice.
- Parenting Order.
- Attendance Contract.
- Early Help Assessment.
- Deferral to allow for further support to be implemented or a further period of monitoring.

Please see part 2 of 2 for a full explanation on the outcomes from LASAP.

No enforcement

Where a request for enforcement is rejected school will be notified of the reasons for this and guidance will be provided on next steps.