



Decision Summary Record

School	Year	Child's Name	DOB

Parent's Name(s)	Telephone Numbers

Add more boxes if necessary

Home Address	Email

Current Professionals involved	Email

Schools View of Childs Needs	
SEND needs and support if applicable.	
Safeguarding issues ie CIN/CP. Include name of Social Worker/YFS.	
Is attendance affecting attainment, socialisation, in other ways? Please outline evidence.	
Health issues physical and mental wellbeing Please outline.	
Are there behaviour Issues? Outline exclusions and suspensions.	

Schools View of Parental Factors	
<i>Parental health</i> – Health issues physical and mental wellbeing. Please outline.	
Parental SEND if applicable	

Any socio-economic factors? Ie: FSM, housing issues.	
Does the parent voice concern in respect to not being able to affect change? If so, what are their concerns?	
To your knowledge, has parenting support been offered or accepted in the past? If so, what did this support look like?	
Is there parental co-operation and engagement with school and other agencies? If so, what does this look like?	
Do parents communicate with the school to provide reason for absence? If so, how is this undertaken.	
If there are siblings, what does their attendance look like?	

Case Facts – To be completed with EWO	
Attendance during potential offence period. PA figure. Level of unauthorised absences. <i>Obtain up to date attendance certificate.</i>	
Previous attendance history. Including any previous enforcement action.	
Is there a statutory defence? Ie. Issues with transport, Ill health?	
What assessments have been completed? Outline dates and outcome. Ie EHA, TAF meeting held.	
What explanation has been provided for absence accrued?	
What evidence do you have that shows that there is no reasonable justification for this absence?	
Outline what support has been offered. Was this support accepted or not accepted? If it was not accepted, what was the reason?	

<p>If it was accepted, what does this support look like and how successful has it been.</p>	
<p>Have any barriers to learning been identified?</p> <p>If so, what are they and what action has been taken to remove these barriers?</p>	

Factors for Consideration – To be completed with EWO

<p>Is a prosecution likely to have a long term, positive affect on attendance?</p>	
<p>Is it in the public's interest to prosecute this family? ie: Are there are younger siblings? Would this have a detrimental affect on the family dynamics?</p>	
<p>Would a parenting order be beneficial to this family? If so, why?</p>	
<p>Would the child's welfare be compromised if prosecution was the agreed action?</p>	
<p>If you are considering an ESO, would the child's welfare be compromised if this is not granted?</p>	

Safeguarding:
 When was the child last seen and by whom? What were the circumstances of them being seen?

Voice of the Parent
 If appropriate, these should be obtained.

Voice of the Child:
 If appropriate, these should be obtained.

DUTY TO CONSIDER AN ESO:

Before instituting proceedings for an offence under *Section 443 or 444*, a local education authority shall consider whether it would be appropriate (instead of or as well as instituting the proceedings) to apply for an Education Supervision Order with respect to the child.

It cannot be stressed enough how important the words 'shall consider' are. This is a duty and must not be dismissed. The word 'consider' implies weighing up the information. Information can only be found by inquiry. The positioning of *Section 447 (1)* of the 1996 Act is also significant since it clearly conveys the message that local authorities should see ESOs as a key element in enforcing regular school attendance. Therefore, before bringing a prosecution for non-attendance at school the above points must be considered.

Decision Summary Sheet

All the evidence outlined above should be considered in line with the seriousness of the offence that underpins Non-Attendance at School. This evidence should assist you in ascertaining whether sufficient supportive factors have been considered and implemented.

If all factors have not been considered, then further support should be investigated.

Does the extent of the offending provide East Riding of Yorkshire Legal Team with adequate evidence to deem whether this case is suitable for prosecution through the Magistrates' Court without further hardship being created for the family and the child at the centre of this case.

√ Tick as appropriate

	Voluntary Parenting Contract	Commence Fast Track to Prosecution Process	Refer for a Penalty Notice fine	Commence ESO Process	Defer until an agreed date to allow support	No Further Action agreed: Outline why.
Parent 1						
Parent 2						

Other action agreed: Outline, provide time frame and desired outcome:

Decision reached and agreed:

Evidence provided by: Name: _____

Signature: _____

Position: _____

Date: _____

Form completed by: Name: _____

Signature: _____

Position: _____

Date: _____