**Preparing and Completing Court Documents for Prosecution Process Notes**

**All templates can be found on LEAP** [Attendance Support - Leap](https://leap.hillingdon.gov.uk/article/8715/Attendance-Support)

**Exhibits:** Along with the witness statement you will need to provide various pieces of evidence. The witness statement template will prompt you as to which documents to exhibit. Each exhibit will require a front sheet (template named Witness statement exhibit) each exhibit will be numbered to correspond with the information in the witness statement. Using the authors initials and corresponding number along with the date.

**Consultation with Social Care:** you will also need to email MASH to evidence that consultation with Social care has taken place. Please email [lbhmash@hillingdon.gov.uk](mailto:lbhmash@hillingdon.gov.uk) the following. Once a response is received you will need to print this and add it to the bundle.

***Good Morning,***

***I am taking the parent (Mr/Ms XXXXX )  to Court for the poor attendance of their child:***

***XXXXXXX 01.01.2011***

***Please can you inform me of any objections to this.***

***Many thanks***

**Points to remember:**

* Every child will require a separate witness statement / court bundle. Parents that live together can be included on the same witness statement.
* Every witness statement must be completed by the Attendance Lead / Senior Leader that chaired the Attendance contract meeting.
* Every page of the witness statement requires to be signed and dated at the foot of the page by the author.
* On the section that reads *“The Local Education Authority brings this case under s.444 (1/1A delete as appropriate) of the Education Act 1996.”* Please identify if this is a 1 or 1A case and delete as necessary.A ‘1’ is a first-time offence and a ‘1A’ is the more serious matter of a repeat offence. If you are unsure which is appropriate, please check with your Attendance Support Officer (ASO)
* Please use the template to guide you as to what exhibits are required and what information is the most pertinent. You may need to adjust slightly if this is a 1A case where a penalty was not issued.
* There are 2 templates, one is designed to fit the process where a parent has engaged and one is for when there has been little to no engagement from the parent.

Completing the Witness Statement – Parents Engaged

**Paragraph 1** Add the names accordingly. Include any letters or prior support provided however ensure that anything detailed here has a corresponding exhibit to evidence e.g. phone call logs, emails or letters. You do not have to include all correspondence with the parent/guardian, anything you feel is significant in demonstrating the support provided.

Paragraph 2. Add the names and details accordingly

Paragraph 3. Add the names and details accordingly. Exhibit the Attendance Contract Meeting invite.

Paragraph 4. Add the names and details accordingly. If there are any additional decisions contained within the attendance contract add them to this paragraph and exhibit the attendance contract along with the outcome letter that accompanies it. State whether the copy was posted or handed to the parent.

Paragraph 5. Enter the review date on the attendance contract.

Paragraph 6 & 7. There are two options here, please use the one that is most appropriate to the circumstances and delete the other.

Paragraph 6. (7A) If an attendance contract review meeting was arranged and a letter was sent exhibit it here.

Paragraph 7. (7A) if the parent(s) attended the review meeting provide details here and exhibit either the amended contract or any addendums that demonstrate the decisions made at this meeting.

Paragraph 6. (7B) if you were unable to make contact with the parent and an attendance contract review meeting was not arranged, exhibit the attendance contract review termination warning letter here.

Paragraph 7. (7B) Provide the date that was set to review following the attendance contract review termination warning letter

Paragraph 8. Please delete as appropriate: *As there was no improvement / no contact from the parent*. Exhibit the notice to improve and add all details accordingly.

Paragraph 9. Add names and details accordingly. Exhibit the Referral to Attendance Support Team (AST) for legal intervention letter.

Paragraph 10. Add names and details accordingly. Add the review period starting on the attendance contract date and ending on the date of review for the Notice to Improve.

Paragraph 11. Add review period dates and the details of sessions missed. Exhibit the signed reg cert.

Paragraph 12. Add school name.

Paragraph 13. Delete as appropriate: due to the lack of co-operation and engagement from (insert parent’s name) /very young age of the child.