**STATEMENT OF WITNESS**

(Criminal Procedure Rules, r27.2; Criminal Justice Act 1967, s.9, Magistrates Courts Act 1980, s.5B)

**Statement of**: (enter your full name including title)

**Age of Witness** (if over 18 enter ‘’Over 18’’): Over 18

**Occupation of Witness**: (enter your occupation)

**Address**: (enter the schools full address)

**Telephone Number**: (enter the school’s telephone number)

This statement consisting of XX pages each signed by me, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Dated the (number of the month) day of (month) (year) Signed…………………………….

I am employed as an (enter your occupation) with the (enter school name) since (enter date). My duties include working with families and pupils in order to assist in dealing with and overcoming problems of non-school attendance.

## PUPIL: (enter child’s full name)

# DOB: (enter child’s date of birth in the following format XX.XX.XXXX)

### ADDRESS: (enter child’s full address including postcode)

**SCHOOL:** (enter the school name)

**PARENT(S):** (enter the parent(s) full name including title)

Section 7 of the Education Act 1996 places a legal obligation on a child’s parent to ensure that they receive an education whether by attendance at school or otherwise.

If a parent elects to register their child at a school to receive an education but fails to ensure that the child attends school then they are guilty of an offence contrary to Section 444 (1) of the Education Act 1996. In addition, if they are aware that the child is not attending and do not have reasonable justification for the child’s non-attendance they commit the more serious offence contrary to Section 444(1A) of the Education Act 1996.

School Name is bringing the matter to Court because it has evidence that insert child’s full name……’s Mother / Father Mr(s)/Miss/Ms insert full name……………., is failing to ensure that child’s name ……. receives full time education contrary to Section 444 (1) of the Education Act 1996.

The Local Education Authority brings this case under s.444 (1 / 1A *delete as appropriate*) of the Education Act 1996.

Signed:

Dated:

(enter school name) **INVOLVEMENT**

1. The (enter family name) family have been known to (enter school name) since (enter date of first involvement). (Exhibit history / chronology of your actions within last 6 months leading up to panel i.e., warning letters, Attendance Lead Meeting minutes, telephone conversations etc include dates and exhibit any letters)
2. (Enter school name) has been attempting to work with (enter parent’s full name) in an effort to improve (enter child’s full name) school attendance but without success. (enter parent’s name) have failed to engage with (school) to secure improvement.
3. An Attendance Contract Meeting invite was sent to (enter parent’s full name) on the (enter date) The invite offered parent(s) the option to hold this meeting in school, online, via telephone or in the home. (enter parent’s name) Failed to attend this meeting or contact the school to reschedule to a more convenient time. A Contract Meeting invite -Second attempt letter was sent on (Date) noting that the previous meeting was missed and offered a further opportunity to attend this meeting in school or if requested online, via phone or in the home. **(Exhibit Number AB1)**
4. A Failed to attend attendance contract meeting letter was sent to (enter parent’s full name) on (Date) notifying parent(s) they had failed to attend two meetings and informing parent(s) that supportive measures will be taken to support (child’s full name) in improving their attendance. **(Exhibit Number AB2)**
5. Further correspondence was made to (child’s full name) parents on the following dates to inform of current attendance levels and the continued support provided by the school. **(Exhibit Number AB3)** *(\*include all phone calls, letters or details of professional meetings held. Exhibit any documentation to support the efforts made by the schools\*)*
6. This matter was to be reviewed on the (enter date of Review meeting) and if there was no improvement a Notice to improve may be issued.
7. As there was no improvement the decision was taken to issue (enter parent’s full name) with a Notice to Improve. This was issued on the (date) and detailed all efforts made by the school up to this point and offered a further three weeks for improvement.

**(Exhibit Number AB4)**

1. On the (enter date of Notice to improve review) (enter child’s full name) school attendance was again reviewed but as there had not been sufficient improvement a letter was sent to (enter parent’s full name) to notify them that (School) will be making a referral to the Attendance Support Team at the London Borough of Hillingdon for legal intervention.

**(Exhibit Number AB5)**

1. A Penalty Notice in respect of (enter child’s full name) failure to attend school regularly during the period (enter Attendance review period) was issued to (enter parent’s full name) however (enter parent’s name) failed to pay the amount of the penalty.

Signed:

Dated:

1. Between (attendance review start date) and the (attendance review end date), it would have been possible for (enter child’s full name) to attend school on a total of (enter number of sessions the child should have attended school) occasions but he/she only managed to attend on (enter number of sessions the child actually attended school) occasions with (enter number of authorised absences in sessions) absences being authorised by the school. During this period (enter child’s first name) was absent from school (enter number of times child absent from school in sessions) times. I now produce a copy of the school attendance record for this period for (enter child’s first name) which has been certified as required under section 556 of the Education Act 1996 by the Head Teacher (amend title accordingly) of the school and marked **(Exhibit Number AB6)**
2. (Enter school name) has consulted with colleagues from Social Care.  They have given no objection to this prosecution. **(Exhibit Number AB7)**
3. I have discussed an Education Supervision Order with my allocated Attendance Support Officer and, due to the lack of co-operation and engagement from (insert parent’s full name) /very young age of the child it has been decided that an Education Supervision Order is not appropriate in this case.

Signed:

Dated: