**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 dd/mm/yy). 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 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, Meeting with attendance lead 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.
3. An Attendance Contract Meeting Invite was sent to (enter parent’s full name) on (date) due to the poor attendance of (child’s full name) and the failure of previous interventions to yield improvements. **(Exhibit Number AB1)**
4. A School Attendance Contract meeting was held on the (enter date) which (enter parent’s full name) did attend. The following decisions were made, that (enter parent’s name) must ensure that (enter child’s name) attends school every day and on time for registration, provide medical evidence to the school if absence is due to illness and contact (enter school name / named person) should there be difficulties with these issues. *(\*it is important that the decisions in the contract correspond with the above, otherwise amend accordingly\*)*. A copy of the Attendance Contract and an Outcome Letter was sent by post / handed to (enter parent’s name) on the (date) **(Exhibit Number AB2)**
5. This matter was to be reviewed on the (enter date of Review) and if there was no improvement the contract would be assessed to determine if it is still useful or requires amendments. Attendance was reviewed on the (date)

*\*The following section (numbers 6 & 7) please pick the paragraphs that fit. It will be either* ***7A******or 7B\****

1. **(7A)** On the (review date) it was determined that sufficient improvement had not been made. An Attendance Contract Review Meeting invite was sent to (enter parent’s full name) on (date) **(Exhibit Number AB3)**
2. **(7A)** On the (date) (enter parent’s full name) attended the Attendance Contract Review Meeting and the contract was adapted in an effort to encourage improvement. **(Exhibit Number AB4)** *(\*include amended contract or addendums to the contract that reflect the amendments made\*)*

6. (**7B)** On the (review date) it was determined that sufficient improvement had not been made. As (enter parent’s full name) had failed to engage with the school an Attendance Contract Review Termination Warning Letter was sent to (enter parent’s name) offering the opportunity to contact the school within five days to discuss any barriers to compliance with the Attendance Contract. **(Exhibit Number AB3)**

1. **(7B)** On the (review date, five days from the above letter date) (enter parent’s full name) had failed to contact the school to discuss any barriers to compliance.

Signed:

Dated:

1. As there was no improvement / no contact from the parent the decision was taken to issue (enter parent’s full name) with a Notice to Improve. This was issued on the (date) and details all efforts made by the school up to this point and offers a further 3 weeks for improvement. **(Exhibit Number AB4)**
2. On the (enter date of the 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 name) will be making a referral to the Attendance Support Team at the London Borough of Hillingdon for legal intervention. **(Exhibit Number AB5)**
3. In respect of (enter child’s full name) failure to attend school regularly during the review period (enter attendance review period), a Penalty Notice was issued to (enter parent’s full name) but (enter parent’s name) failed to pay the amount of the penalty.
4. Between (enter Attendance review start date) and the (enter 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 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 of the school and marked (**Exhibit Number AB6)**
5. (Enter school name) has consulted with colleagues from Social Care.  They have given no objection to this prosecution.
6. 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: