(Start) Beginning of term. identify cohort for Fast Track = 10 or more unauthorised absences within the previous 12 weeks.

(note: FT's are not suitable for pupils with <70% attendance as case work usually needs to be applied in such cases)

Send out letter (1) with an attendance certificate, then monitor cohort for 20 school days. (allow a couple of days for the letter to arrive)

PLEASE NOTE; Schools must use their discretion if/when other circumstances come to light, as pupils can be removed from the process at any time.

Check the prosecution checklist and complete the referral form for the Penalty Notice to be issued. Email the form and all your evidence to schoolattendanceservice@leeds.gov.uk

Review the cohort again. Anyone with further unauthorised absence to be referred for a penalty notice **IF** there are 10 unauthorised absences in the previous 12 weeks.

Termly Fast Track Cycle

Review the cohort after the 20 days.
Anyone with FURTHER unauthorised absence to be invited into school, by letter (2), for a School Attendance Panel (SAP meeting). Invite any other agency involved with the family to this meeting too.

SAP Meetings held and minuted whether parent attends or not. Record if anyother agency invited attends or not. A copy of the minutes must be given/posted to the parent. Penalty Notice Warning (PNW) letter (3) issued to parents who attend. Where parents do not attend the SAP, a PNW letter will need to be posted or hand delivered.

A home visit to be undertaken where the family did not attend the SAP meeting (a.s.a.p. the next day if possible)

Cohort monitored for a further 20 school days after the SAP/PNW letter.