Children’s Services

Attendance (statutory), Child Employment/Entertainment, Elective Home Education/Children Missing Education (ACE)

REFERRAL TO ACE FOR LEGAL ACTION

To be completed by Headteacher or delegated member of school staff

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| NAME and DESIGNATION OF REFERRER |  |

|  |  |
| --- | --- |
| **CHILD’S FULL NAME** |  |
| **CHILD’S DATE OF BIRTH** |  |
| **ETHNICITY** |  |
| **ADDRESS** |  |
| **SCHOOL** |  |
| **FULL NAME OF MOTHER (OR CARER)** |  |
| **FULL NAME OF FATHER (OR CARER)** |  |

|  |  |  |
| --- | --- | --- |
| **PERIOD OF ABSENCE FOR IF PROSECUTION IS BEING CONSIDERED** | **From:** | **To:** |

|  |  |
| --- | --- |
| Checklist of information for referral to ACE for consideration of the initiating prosecution in the Magistrates Court | Tick |
| ACE leaflet ‘School attendance what parents and carers need to know*’* has been issued to parent/carer |  |
| Attendance printout attached |  |
| A persistent absence rate of below 90% over a six week period (unauthorised absence) |  |
| Minimum of three attempts have been made by school staff to resolve issues |  |

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| Brief summary of issues affecting attendance and action taken to try to resolve matters |
|  |

Signed:

Dated:

**ACE will respond to requests within 5 school days of receiving the request for consideration of a referral for legal action.**