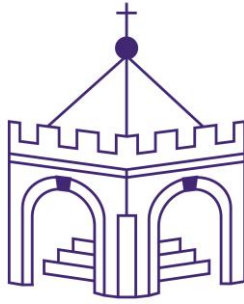
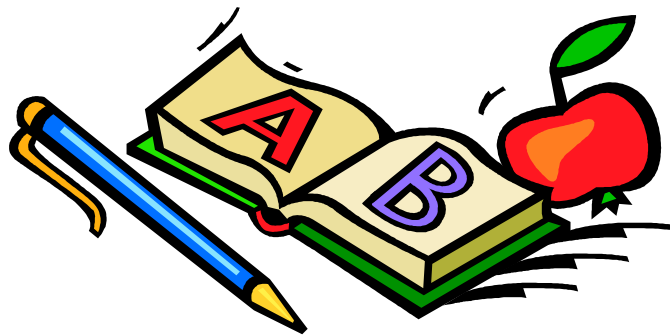


# KING INA



CHURCH OF ENGLAND ACADEMY



## Guide for parents 2018 - 2019

*King Ina Church of England Academy  
aims to:*

*Develop happy, hardworking learners to achieve their full potential  
in a secure Christian environment.*

**Infants:**

Etsome Terrace,  
Somerton,  
TA11 6LY  
Telephone: 01458 272537  
kinginainfants@educ.somerset.gov.uk

**Juniors:**

School Lane, Kirkham Street,  
Somerton,  
TA11 7NL  
Telephone: 01458 272587  
kinginajunior@educ.somerset.gov.uk

**Headteacher:** Mrs Suzie Svenson

**Chair of Directors:** Mr David Speed

[www.kingina.somerset.sch.uk](http://www.kingina.somerset.sch.uk)



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# Welcome

Welcome to our new school guide for parents for the academic year starting in September 2018. We hope this prospectus will provide you with all the essential information you might need about our academy, as well as offer a brief insight to what life is like here at King Ina.



*Country Dancing on Wells Cathedral Green*

King Ina Church of England Academy is for four to eleven year olds, with the additional provision of our Owlets pre-school for children from two years old.

Within our secure Christian environment, our vision is to develop healthy, happy, motivated learners who aspire to achieve their full potential and who look to the future with confidence.

Our creative curriculum enables children to learn through hands on, practical experiences, encouraging enquiring minds and a thirst for learning. We provide a range of enrichment opportunities including themed days, charity fundraisers, sporting and artistic events and we work closely with members of the local community to enhance the children's learning.

We have selected 6 school values that we want the children to learn about during their time at King Ina Church of England Academy:

- Believe - We **hope** for a better world where everyone is kind and respectful of each other and we believe in a bright future .
- Determination - We use **endurance** to be the best we can be and never give up.
- Friendship - We are friendly, caring honest and supportive to all in our community.
- Calm - We are **peaceful** and have healthy minds and bodies that help develop our well-being.
- Eco-friendly - We respect, love and care for the world God **created** for us to live in.
- Community - We work together as a team in all that we do in our school and wider community.

We provide high quality nurture and guidance, to support every child's needs across the academy and we work in partnership with parents for the very best outcomes for the children.

If you would like to visit our academy please contact the office staff who will arrange a suitable time for you.

*Suzie Svenson*

Headteacher

# School Times, Terms and Holidays

## The School Day

Children should arrive at school at 8.40 a.m. when the school is opened and unless engaged in an after-school activity, the children are expected to be off the premises by ten minutes after the end of school.



*KS 1 children at work*

## School Times:

Session	INFANTS	JUNIORS	BREAK
Morning	8.50 a.m – 12 noon	8.50 a.m. – 12.15 p.m.	11.00 – 11.15 a.m.
Afternoon	1.00 – 3.00 p.m.	1.15 – 3.15 p.m	Infants only

## The School Year -2018/2019

### Term 1

3rd September to 26th October

### Term 2

5th November to 21st December

### Term 3

7th January to 15<sup>th</sup> February

### Term 4

25th February to 5th April

### Term 5

23rd April to 24th May (May Day – 6th May)

### Term 6

3rd June to 23rd July

There will be no school on In-Service Training Days, (INSET days) of which there are five in a school year. If a Bank Holiday occurs on a day that would otherwise be a normal school day, there will be no school.

## INSET Days for 2018/19:

4<sup>th</sup> September 2018

26<sup>th</sup> October 2018

15<sup>th</sup> February 2019

22<sup>nd</sup> and 23<sup>rd</sup> July 2019

## Attendance

Here at King Ina Church of England Academy, we encourage our children to attend school every day in order to fulfil their potential as long as they are fit and healthy. Parents have a legal responsibility to ensure that children attend school regularly and arrive on time, properly equipped and ready to learn.

## Illness and Medical Absence

If your child is absent from school if they are unwell or for a medical reason, parents must phone the office first thing in the morning. If there is no-one in the office, a message can be left on the answer-phone.

## Absence and Leave in term time

Parents should be aware that holidays during term time will only be authorised in exceptional circumstances. All requests should be made to the Headteacher in the form of a letter, clearly stating the exceptional circumstances. The decision whether or not to authorise the absence, will be at the discretion of the Headteacher. Please note that unauthorised absences for holidays taken during term time **may** result in a Penalty Notice being issued by the Local Authority. This equates to £60 per parent, per child.

For full details please see our Attendance Policy – attached to this document.



*KS1 children at work*



*KS2 and KS1 children working together*

## Safeguarding Children

We at King Ina Church of England Academy take our Safeguarding responsibilities very seriously. This means that we ensure that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. All our Academy staff receive safeguarding training and our Designated Safeguarding Lead is Mrs Suzie Svenson and Deputy Safeguarding Leads are Miss Hedda Walker, and Mr Lee Butt.

We would always hope to share any concerns we may have about your child with you at the first opportunity. We hope you will also share any concerns with us about your child, or any other child. Part of our legal duty to safeguard your children, may also include us needing to consult with and take advice from other agencies such as the Police or Children's Social Care, should the need arise.

By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

## Religious Education

Collective Worship is held daily and includes Praise Assemblies, Hymn Practice and Class worship.



*KS2 trip to Wells Cathedral studying art*

Some assemblies are held in the Parish Church on certain Festival days (e.g. Harvest, Christmas and Easter). The Infant Nativity and Junior Christmas Carol Services are held in the church so that as many parents as possible are able to attend.

Although we are a Church of England Foundation, the school fully acknowledges and accepts the responsibility for pupils of other denominations. In accordance with the terms of the Education Act 1944, parents have the right to withdraw their children from receiving Religious Education at school if they so wish. Any parent who wishes to do so must write to the Headteacher.

Since September 2001 the school has followed the agreed County Syllabus for Religious Education.

## Relationships and Sex Education

Parents are sometimes concerned about Sex Education. We believe that the role of the primary school is to ensure that questions are honestly answered at the right level of the child's understanding and without emotional overtones. Our curriculum includes an element of health education. In this sphere of education, the school has no intention of usurping the parent's role or duty.

Equally important is the whole ethos of the school and its emphasis on caring relationships and the acknowledgement of other people as individuals. We are always happy to give parents more details of the programme.



## Homework

The children will be asked to complete some homework tasks to support the work that is being undertaken in class or to help with the current class project.



*KS2 Roman Day*



*KS1 World Book Day*

Children are also encouraged to learn basic maths (e.g. tables) and new words, practise their handwriting, spellings and read at home.

## School Excursions

Classes are sometimes taken on excursions during the school day. On each occasion, a letter giving full details of the excursion, including a parental consent form, is sent home to parents.

The academy has a policy for charging for school activities. A copy of this policy is available at the school for any parent who may wish to consult it.

All trips “mainly in school time” will be supported by voluntary contributions from parents. The school may cancel trips, even those of an educational nature, where sufficient contributions are not forthcoming.



*Kestrels Class visiting Stonehenge for an art project*

Throughout the year we also invite theatre companies to visit the school and the children may also have the opportunity to experience talks by visiting speakers.



## Residential Trips

Every year all KS2 children will be offered the chance of taking part in a residential trip. In the last year our years 3, 4 and 5 children have spent two nights away at the Kilve Court Residential Centre and the year 6 children have spent two nights in the PGL centre at Osmington Bay. Details of residential trips are circulated at the beginning of the School Year.

*Years 3, 4 and 5 Residential trip  
to Kilve Court*



*Year 6 trip to Osmington Bay*



## Special Educational Needs and Disabilities (SEND)

The education of children with special needs and disabilities is a key challenge for any school, and important to the creation of a fully inclusive society. Where appropriate, King Ina aims to give special help to children with specific or general learning difficulties **and** to very able children. Pupils are mainly supported within the classroom by their class teacher and teaching assistants. All children have access to the National Curriculum and the work set will match individual pupils' needs and abilities.

Children with particularly severe learning and/or behavioural difficulties may, with their parent's consent, be referred to the Educational Psychologist.

Disabled pupils are given equal access to the school and curriculum as their more able-bodied peers. King Ina Church of England Academy is proud of its ability to integrate such pupils and to provide them with a valuable educational experience in a mainstream environment.

Pupils with special needs are supported with appropriate care funded from the Education Funding Agency, Somerset County Council and the school's delegated budget for special needs and disabilities.

## **Health Matters**

### **Illness**

In the event of a child being taken ill at school, the parent will be informed immediately. The school has a medical room on both sites but no resident nurse and therefore parents may be requested to collect sick children as soon as possible. Staff will administer prescribed medicines but only after consultation with parents and following completion of a consent form.

### **Accidents during School Time**

Children who sustain minor injuries such as small cuts, grazes and bruises will be given first aid by a qualified member of staff. In the event of a child sustaining a more serious injury, first aid will be given by a qualified member of staff. Parents will be immediately informed and in the event of parents being uncontactable medical help may be sought from the local GP's surgery or the emergency services.

All accidents will be recorded in our Accident Books.

### **Head Bumps**

All head bumps will be recorded in our Accident Book and the child will come home wearing a dated 'Head bump wrist band'. Serious head bumps will be followed up with a phone call to parents who should follow usual concussion advice being alert to dizziness and sickness.

### **Head lice**

Head lice is an ongoing problem which affects practically all schools. We do request that parents are vigilant in respect of hair cleanliness and any incident of head lice should be treated immediately and the school informed. Information about treatment is available from the school office.

## School Uniform, Clothing and Personal Property

The school is justly proud of its pupils and their achievements and our school uniform reflects this. Please select from the following list.



*KS1 children meeting a guide dog after a whole school fundraising event.*

<b>Blouse/Shirt</b>	White short-sleeved polo shirt* or white blouse or white shirt
<b>Jumper/Cardigan</b>	Royal blue V-necked jumper* or cardigan*
<b>Skirts/Pinafore Dresses</b>	Kilts and pinafore dresses are available online from School Trends, or plain grey
<b>Trousers/Shorts</b>	Grey
<b>Socks</b>	White, dark grey or black
<b>Tights</b>	Grey or black
<b>Shoes</b>	Sensible, in black, or Sandals: brown, black or white
<b>Dresses</b>	Royal blue gingham check
<b>School Tie (Optional)</b>	Available from the school office
<b>P.E kit</b>	Navy blue shorts, white 'T' Shirts, plimsolls ('daps')/trainers, optional royal blue Hoodies* available online from School Trends.

\*Available with school logo from online form:

School Trends (<https://www.schooltrends.co.uk/uniform/KingsInaAcademy/TA117NL>) and Tesco (<https://www.tesco.com/direct/king-ina-academy-academy-uniform/12003.school>)

Please ensure that all clothing is clearly marked with a name label.

**Hair accessories** – small clips or bands for practical purposes, no over-sized, large bows or other accessories.

Pupils should not wear nail varnish to school or use coloured hair dye.

## Jewellery

As it is impossible for staff to be responsible for any jewellery worn by individuals, we request that children do not wear any to school.

For reasons of health and safety children with pierced ears must wear 'studs' only during school time, and must remove their earrings during P.E. lessons.



*Owlets at Play*

## Lost property

All items should be clearly marked with the name of the child. This applies to lunch boxes as well as clothing. Please check **each term** that the name is still clear.

No responsibility can be accepted for lost items in school such as watches and other personal possessions. Unmarked items will be retained at school for one term only.

## Money

We now use the online payment system 'ParentPay' and all parents should use this secure system of payment. On joining our Academy, all parents are given log on details to enable them to use this system. All main items of expenditure; lunches, trips, and clubs can now be purchased through this site.

Cash may still be required, for example for fundraising activities and should be put in a named envelope. Reimbursement of lost money can only be made if the envelope has been given in to the school office.

## School Lunches:

The children on each site eat lunch with their friends in the school hall, with those having hot meals and packed lunches sitting together.



*KS2 children helping plant oak trees in Somerton*

Hot lunches are produced on the Junior site every day. These are provided free for Infant children under the Universal Infants Free School Meals scheme, and cost £2.55 per day for Junior children, payable one week in advance. All families in receipt of Income Support are entitled to a free hot lunch provided by Somerset County Council, providing that the office have been given proof of receipt of benefit.

Menus issued and published on the academy's website every half term. Lunch orders must be placed the week before they are required, via Parentpay at: [www.parentpay.com](http://www.parentpay.com)

Pupils may also bring in packed lunches. Our Healthy Lunch guidance leaflet is available from the school offices.

Children are only allowed to remain in classrooms at break or lunchtimes if supervised.

## Other Activities & Facilities

### House System

All children will be allocated a house to join. House points are awarded for work, conduct, social behaviour and effort. There are a variety of inter-house competitions held throughout the year covering all aspects of the sports curriculum.



*KS1 children attending the Wells Cathedral Country Dancing Festival*

### Club Activities

King Ina Church of England Academy offers some breakfast and after-school clubs on both sites and the Junior site runs some lunchtime clubs. Details of each club and any cost involved together with a parental consent slip are sent home with the children at the end of each half term ready for the club to start at the beginning of the next half term.



## Music Tuition

Individual musical instrument tuition can be arranged on the Junior site with Mrs. Faulkner and Champion Music Group.

A range of instruments are offered, however, parents are required to pay for these lessons.

Details are available from the school office.



*KS1 children at work*

## Accelerated Reader Scheme

Year 2 children on the Infant site and all children on the Junior site operate the Accelerated Reader Scheme, which can be accessed at home and school. Further information about this scheme will be sent out at the beginning of each school year.

## Sports Fixtures – on and off site

Our Junior children regularly take part in home and away sports fixtures, these fixtures are usually against other schools in the Huish Community Learning Partnership.

Details of these are sent home to those parents whose children are involved in these fixtures, with a parental consent return slip. No pupil is allowed to take part without the permission of his or her parents.

Often parents will need to make their own transport arrangements to away fixtures, by sharing lifts with other parents or transporting their own children. A list of those children taking part will be included on the letter sent home so that parents can make arrangements.

## Charity Fundraising

We encourage the children to think about events in the wider world and throughout the year the academy will take part in charity fundraising days.

We encourage all the children to take part in these events but there is no obligation. Most of these events involve a mufti day with a payment which goes direct to the charity. In recent years we supported 'Children in Need', 'British Legion Poppy Appeal', 'Christmas Jumper Day', 'Dementia Red and Yellow Day, the Shoe Box Appeal and held a charity 'Bake Off' event with money going to five charities chosen by the children.

## Parents, Teachers & Friends Association

The school is fortunate to have a very active PTFA, providing each site with a link between the academy, the parents and the wider community.

The PTFA has an important role within the life of the school, as well as providing invaluable fund raising activities and social activities for the whole school community.

The funds raised enable the academy to provide extra resources to enrich the curriculum of the school.



*Owlets at play*

Elections to the committee are held at the Annual General Meeting at the beginning of each educational year. The committees are supported by a group of helpers who help at events throughout the year.

All parents are members of the Association and we hope that you will be able to support the Committee and the events organised. All the monies raised are used for the benefit of the pupils.

## Complaints

We sincerely hope that your child will be very happy at King Ina Church of England Academy and that day to day problems can be sorted out quickly by contacting the school.

Nevertheless, there is a formal complaints procedure to deal with complaints from parents in relation to the curriculum, religious worship in schools, or indeed other school matters.

Please contact the school office if you wish to have more information.



## Privacy Notice - Data Protection Act 1998

We, King Ina Church of England Academy, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact the school.

If you require more information about how the Local Authority (LA) and/or DfE store please contact these institutions directly at the following addresses:

- CYPD Information Officer, Children and Young People's Directorate, Somerset County Council,  
County Hall, Taunton TA1 4DY  
Email: [educfoi@somerset.gov.uk](mailto:educfoi@somerset.gov.uk)  
Tel: 01823 355959
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

## Staff Information for 2018/19:

Headteacher:	Mrs Suzie Svenson
Deputy Headteacher:	Miss Hedda Walker
Class Teachers:	Mrs Nicole Billenness
	Mr Lee Butt - EYFS
	Miss Tiffany Chandler
	Mrs Laura Constanza
	Miss Paula Denning
	Mr Oliver Feltham
	Mrs Jo Gay
	Mrs Laura Ruddie (SENCo)
	Mr Brian Smith
	Miss Louise Smith
	Mrs Jodie Stock
	Mr Chris Tune
	Miss Ruth White
	Mrs Jackie Slade
Business Manager	Mrs Lisa Watts
Junior School Secretary	Mrs Michelle Goode
Office Manager	Miss Kate Pettemerides
Finance Manager	Mrs Lucinda Langdon
Caretaker	Mrs Vanessa Raybould
Catering Manager	Mrs Gosia Ostroga
Designated Safeguarding Lead	Mrs Suzie Svenson
Deputy Designated Safeguarding Leads:	Miss Hedda Walker
	Mr Lee Butt
Chair of Directors	Mr David Speed



# Huish CLP Attendance Policy

## **Adopted by all the Huish Community Learning Partnership Primary Schools**

Huish CLP is the federation of Huish Episcopi Academy and its 11 feeder primary schools.

### **1. Aims and Targets**

King Ina Church of England Academy believes that regular attendance is important for pupils to take full advantage of the educational provision made available to them. Irregular attendance is likely to place the child at an educational disadvantage. As a school, therefore, we aim to pursue the goal of regular pupil attendance and it is recognised that the partnership between school and home is important. Our school aims to develop children to their full potential. Parents have a responsibility to aid the education process by ensuring that their children attend school regularly, on time, properly dressed and in the right mood to learn. We expect our parents to value school and their children's education and to support our school's rules.

### **2. Roles and Responsibilities**

The school has a partnership agreement with the Educational Attendance Service and is allocated an Education Welfare Officer (EWO) who will work with the school, children and families to improve and secure good school attendance.

It is the responsibility of parents/carers to ensure that their children attend school.

It is the responsibility of the LA and the school to promote good attendance at school and to have systems in place to keep accurate records of school attendance.

The school endorses a partnership approach between school management, governors, parents and pupils.

### **3 School Session Times**

3.1 The LA school terms and holiday dates for Community schools and Academies will be adopted.

3.3 The Governing Body will decide when sessions should begin and end on each school day.

- 3.3 Guidance on weekly lesson times (excluding collective worship, registrations and breaks) recommends:  
21 hours for pupils aged 5 to 7  
23½ hours for 8 to 11 year olds
- 3.4 The information will be available to parents and others in the school prospectus.
- 3.5 Details of when changes to the school day can be made are detailed in Guidance for Schools.
- 3.6 Before making changes, the Governing Body will consult the LA, the Headteacher and school staff.

#### **4 Registration Procedures**

- 4.1 There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon sessions, pupils are marked present, absent, or attending an “approved education activity”. The Education (Pupils’ Attendance Records) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised. It must also record the nature of any “approved educational activity”.

Where an absence was initially recorded as unauthorised, the register can be amended to reflect that a satisfactory explanation was subsequently provided. The amendment must be made so that the correction is clear.

- 4.2 The school expects both staff and pupils to see the taking of registers as an integral part of the school day. Particular attention will be paid to accurate registration and to the preservation and security of registers.
- 4.3 Register marks will be entered using the SIMS Attendance module by the class teacher or the classroom assistant twice daily: at 8.50am in the morning and at 1.00pm (Infants) and 1.15 p.m. (Juniors) at the start of the afternoon session. A ‘late but arrived before the register had closed’ (L) mark will be recorded for children who arrive after registration has taken place but before registers have closed (9.10am) A pupil will have a ‘late and arrived after the register had closed’ (U) mark and an unauthorised absence if they arrive after 9.10am. Any child arriving after registration must report to the school office.
- 4.4 Teachers of pupils who persistently fail to arrive on time with valid reason should arrange a meeting with parents, whilst keeping the Headteacher informed. If the parents do not have any valid reason for the child’s persistent lateness, the school will consult the Education Welfare Officer.
- 4.5 Manual registers, used when SIMS is unavailable, should be marked in black ink. Present is recorded as an oblique stroke / and the afternoon session marked in the reverse direction \. Absences are shown by N (and followed up by the office staff) for unauthorised absence and O with a symbol inside for authorised absence.

4.6 Every session will be accounted for, with no gaps left in the register. Standard codes for the recording of absences are attached as Appendix 1.

4.7 Alterations to the register will be recorded.

### **Recording and Authorising Absence**

4.8 The decision to authorise an absence and to record this in the register rests solely with the school. DfE Guidance 10/99 sets out reasons for an approved school activity. This is generally when pupils are receiving formal educational arrangements but not on school site.

4.9 It is the responsibility of parents to contact the school as early as possible on the first day of absence. However, if this does not occur, the school will contact parents or guardians by telephone on the first day of absence. If no response or adequate explanation is received from this contact, a letter will be sent to the parents/guardians on the child's return to school requesting a reason for the absence.

4.10 Section 444 of the Education Act 1996 provides that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If the school is satisfied that a pupil is absent as a result of illness the absence will be treated as authorised.

4.11 Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested by the school from the child's parents. If the school continues to be dissatisfied then the absence will be treated as unauthorised.

4.12 Leave for medical or dental appointments will be given (i.e the absence will be authorised) where confirmation has been received from the parent (either in person, in writing or by a telephone call) or on production of an appointment card. A record will be maintained in the School Office of the times when children arrive late or leave early due to sickness or medical/dental appointments. If the school needs more information about a medical condition, or is not satisfied with a reason, consent is sought from the parent/carer to contact the GP directly. If permission is not given, the school will expect the parent/carer to provide necessary medical evidence themselves.

Where attendance falls below 90% parent/carer will be asked to provide a copy of the medical appointment.

4.13 Information on pupils' absences will be included in the Self Evaluation Form and reported to Governors annually.

### **Requests for leave of absence**

6.1 The Government has issued schools with new legislation which will only allow Head Teachers to grant leave of absence in exceptional circumstances. We believe that children need to be in school for all sessions, so that they can make the most progress

possible. If parents/carers make a request for holiday in term time it will only be authorised if the school deems that there are exceptional circumstances and reasons for this to happen.

Such exceptional circumstances may be:

- Where forces personnel are on leave from a foreign posting
- Where significant family events and circumstances occur such as bereavement.

In addition, the child must also have an exemplary school attendance level, have had no exclusions and not be at a critical phase in his/her school career i.e. near taking SATS or at the beginning of an academic year.

Applications must be made in advance, in writing to the Head Teacher, stating the exceptional circumstances with a minimum of 2 weeks' notice. If this is not possible an appointment must be made with the Head to discuss this in advance of the leave of absence.

- 6.2 Any unauthorised absence such as taking holidays in term time when they have not been approved by the school, may result in a fixed term penalty notice being issued by the Education Attendance Service. The Fixed Term Penalty Notice fees are currently £60 per parent per child.

## **7 Liaison with the Education Welfare Officer (EWO)**

The school seeks to have good working relations with all external agencies, and the EWO has worked with the school in developing these procedures. The EWO visits the school periodically, during these visits students with poor attendance and appropriate intervention strategies are discussed. The school is required to have made contact with parents/carers before a referral is made to the EWO. Before the first visit, the school will generate a list of all pupils with attendance below 92% to the EWO.

### **EWO referral system**

Prior to the EWO involvement, schools are required to take the following steps:

- Send letter to parents/carers raising concerns about attendance.
- Invite parents into meeting if attendance remains a concern.
- Then a referral will be made to the EWO and parents will be informed

The school must supply the following documentation:

- Up to date register certificate
- Copies of letters
- Minutes of any meetings with the family

The EWO makes initial contact by letter and details the Legal Penalties that can be imposed by the LA. Second contact is made if there is no improvement. Parents are required to attend a meeting with the EWO. Further steps can include penalties and in extreme cases, prosecution.