

What will happen when my child is referred to the Children's Reporter?

- The Children's Reporter will write to you to tell you that he/she had received a referral.
- The Children's Reporter will carry out investigations based on reports from a range of sources such as the school, Social Work Services and other appropriate agencies.
- When investigations are completed the Children's Reporter will decide whether or not to arrange a Children's Hearing.
- The Children's Reporter will write to you to let you know of his/her decision.

USEFUL CONTACTS

Falkirk Council Education Services

Tel 01324 506600

Fax 01324 506601

Falkirk Council Law and Administration Services

Tel 01324 506070

Fax 01324 506071

Education Liaison Officer

Tel 01324 673925

01324 626996

Fax 01324 626911

The Children's Reporter

Tel 01324 626996

Fax 01324 626911

If you would like this leaflet in large print, Braille or community languages, please call Diane Cherry on 01324 506602.

هذه الوثيقة متاحة عند الطلب
في اللغات الأخرى في المجتمع.

ਇਹ ਪਰਚਾ ਸਮਾਜ ਦੀਆਂ ਹੋਰ
ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਪੁੱਛਣ ਤੇ ਮਿਲਦਾ ਹੈ।

یہ دستاویز دوسری کمیونٹی زبانوں میں مطالبے پر دستیاب ہے۔

此文件設有其他
語文，請向有關
方面索取。

Non-Attendance and Truancy from School

A Guide for Parents and Carers

2006



Falkirk Council



Do I have to provide a written note when my child is absent from school even although I have already telephoned?

Yes. This makes sure that the record is accurate for both you and the school. It also protects your position if any formal action is taken.

Can I take my child on holiday in term time?

No. The Scottish Executive directs that holidays in term time will be classed as unauthorised. Only in exceptional family circumstances, such as following the death or serious domestic crisis will a family holiday be authorised.

If I send my child to school surely it is up to the school to make sure my child stays in school?

No. The law says that parents are responsible for making sure that their child attends school, stays in school and attends all allocated classes. If parents fail to do this they can be referred to the Attendance Committee.

What is the Attendance Committee?

The Attendance Committee is an official body of Falkirk Council. It is made up of 3 elected members. An education official is also present.

Why would I be referred to the Attendance Committee?

You would be referred to the Attendance Committee because there are continuing concerns about your child not attending school regularly.

Will I know I have been referred to the Attendance Committee?

Yes. This is a two stage process.

Stage 1: The school will refer you to the Education Services Attendance Panel. The panel is made up of 3 Education Services officials. You will be formally advised of the concerns and the need for the situation to improve.

Stage 2: If the concerns about your child not attending school continue the Education Services Attendance Panel will refer you to Falkirk Council Attendance Committee.

Does the school have to tell me that I am to be referred to the Education Services Attendance Panel?

Yes. This is done formally through standard Education Services letters. The school would normally have discussed the concerns about your child's absences with you. They may have spoken with you about the referral as well.

What decisions can the Education Services Attendance Panel make?

The Attendance Panel can decide to:

- discharge the case as your child's attendance at school has improved
- continue the case for no longer than 6 weeks to allow time for the attendance to improve
- refer to the medical officer
- refer your child to the Children's Reporter
- refer you to Falkirk Council Attendance Committee which will consider whether or not you should be referred to the court for prosecution.

Can I be referred to the Attendance Committee even if I feel that I have done everything to get my child to attend school?

Yes. The Committee will want to know what steps you have taken.

What decisions can the Attendance Committee make?

The Attendance Committee can decide to:

- discharge the case as your child's attendance at school has improved
- refer your child to the Children's Reporter
- make an Attendance Order which means if your child has a further unauthorised absence you will be referred for prosecution
- refer you to the sheriff court for prosecution.

Can I find out more about the referral to the Attendance Committee?

Yes. You can ask for a copy of Falkirk Council Education Services Circular 29.

Can my child be referred to the Children's Reporter for not attending school?

Yes. If your child is absent without reasonable excuse, or you have refused to allow your child to be medically examined in order to verify medical absences, then your child will be referred to the Children's Reporter.