

## Attendance and Children Out of School Triage and Panel Referral Process

Child not attending school regularly or reduced timetable/no school place despite family support/social work/YOS intervention

Key Worker discuss with Team Manager – check suitability for Triage/Panel

- Children for whom the named practitioner has exhausted all other avenues to resolve barriers to education.
- Children who have been out of education for more than 6 weeks.
- Consideration in particular to Authorised and None Authorised attendance rate.

Referral completed with a Team Manager agreement and sent to inbox [attendance-cinp@birmingham.gov.uk](mailto:attendance-cinp@birmingham.gov.uk)

Case triaged by Pupil Attendance Advisors

Case resolved outside Panel/not suitable for Panel

Referrer will be contacted and informed of resolution or next steps to be taken to resolve the Education issue including action from Pupil Attendance Advisors/Manager

Case is suitable for Panel

The Team Manager will be advised and a Time slot will be offered at the next Panel

Team Manager / Key Worker to present case at Panel

Team Manager / Key Worker advised of outcome from the Panel

Subject to outcome of Panel update requested by Pupil Attendance Advisor within appropriate period on progress made

Case reviewed at next Panel – further suggestions made or escalation considered if advised actions not taken