

**Behaviour, Attendance and Children Missing Education Service, Summerfield Centre, 99 Leyton
Green Road, London, E10 6DB**

Tel: 020 8496 1718 Email: BACME-Referral@walthamforest.gov.uk

School Attendance Panel Request Form

Name of school:	Name of Pupil:	D.O.B:	Name of Requester:												
Current attendance percentage: <i><u>Registration Certificate must be attached</u></i>	Percentage of unauthorised absence: Number of late marks:	Year/Form:	Siblings with known attendance issues:												
Full names and address of parent (please provide details of both parents where possible):															
Intervention with family prior to the NPR being issued with time frames. Please attach copies of correspondence that has been sent to parents and clarify methods of communication if parents speak English as a second language: <ul style="list-style-type: none"> • • • • • 															
Date of Notification of Parental Responsibility (NPR) Issued:		Previous SAP(s): Y/N Date(s):													
Prior Court Action Date(s): Outcome(s):		GP Medical Request Form Given: Y/N Date (s):													
Agencies involved with the pupil/family <table border="0" style="width:100%"> <thead> <tr> <th style="text-align:left"><u>Agency</u></th> <th style="text-align:left"><u>Name & Contact Number</u></th> <th style="text-align:left"><u>Invited to SAP (Y/N)</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> </tbody> </table> <p>Has an Early Help Assessment been completed for the pupil/family? Y/N Date: <i>If an Early Help Assessment has been completed, a copy needs to be given to BACME (Behaviour, Attendance and Children Missing in Education) Case Worker two (working) days prior to the SAP meeting.</i></p>				<u>Agency</u>	<u>Name & Contact Number</u>	<u>Invited to SAP (Y/N)</u>	1.			2.			3.		
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1.															
2.															
3.															

Possible dates/time for SAP: 1. 2. 3.	BACME Senior Practitioner Comments/Confirmation: Name: _____ Sign: _____ Date: _____
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Please note that this SAP request Form will not be actioned unless the form is fully completed.

A copy of the SAP Report must be sent to BACME-Referral@walthamforest.gov.uk at least 2 working days before the scheduled SAP Meeting and include details of all correspondence, meetings and home visits undertaken.