

**Legal Steps – flowchart**

What is important at Step 3 is that you do not need to apply all of these steps or in a particular order.

It is more important to apply whichever is relevant to the facts. There may be instances were none of these steps would be deemed appropriate and you could go straight to step 4

**Step 1**: **Voluntary measures** such as communication and advice, support meetings, multi-disciplinary support

**Step 2:** Formal and more structured interventions through school attendance, parenting contracts, Attendance panel meeting

**Step 3:** **Legal intervention (before prosecution)**

**School attendance Order**: (local authority letters 1, 2 and 3) where you lack information about how the child is being educated

**Education supervision orders**: where it is felt there is the support of the parent or carer but the child needs this additional encouragement to get to school

**Fixed penalty notice:** where the child has been removed for unauthorised holidays, etc

**Step 4:** **Prosecution**

This is the last step where nothing else has worked. The type of prosecution will depend on which, if any, step was taken at Step 3 above.