

**CHILDREN, SCHOOLS AND FAMILIES SELECT COMMITTEE
WEDNESDAY 17 OCTOBER 2001**

ITEM 6 CHILDREN OUT OF SCHOOL - YEAR 7

APPENDIX 1

CURRENT PROCEDURES

- February 28 2001 - allocation letters sent out to parents
- June 2001 - Quadrant admission teams write to parents of children who have not accepted their allocated school nor indicated what alternative education is planned
- July 2001 - if no reply has been received from parents the Quadrant teams write again asking for information (letter 2 attached)
- September 4 to 7 2001 - if no response has been received from parents then Quadrant admission teams make enquires of the allocated secondary school to find out whether the child has attended on the first day, and, if not, of the previous primary school to find out whether there is any knowledge of planned education provision
- September 10 2001 - if no information is received or is being provided, then Quadrant admissions teams write again to parents advising them of possible action (letter 3 attached) will appoint within 15 days of this letter if no response then Quadrant admission teams will send a formal letter warning them of impending notice of Section 437 (letter attached)
- Within 15 days of the date of the letter if no reply has been received a School Attendance Order will follow (letter 4 attached)