

Family Early Help Service

Education Inclusion Team
Report to the Education Legal Planning Meeting

Name of person completing report and role:			
Visiting since (date)			
Details of Parents/Carers			
Name	Relationship	Date of birth	
Address			
Particulars of child to be named in the summons			
Name			
Age			
Date of birth			
Position in family			
Relationship to the defendant(s)			
Other children in family, giving dates of birth			
Name	Gender	Date of birth	Relationship to defendant
Current School			
Previous schools			
Name	Start date	Leaving date	Reason

Name of person completing report and role:			
Period concerned			
Weekly attendances (please see the attached Certificate of Attendance)			
Details of medical certificates			
Record of visits and reasons			
Defendant seen? (if no, give reasons why) <i>Legal implications have been outlined to parent on a number of occasions</i>			
Date of formal court warning notice			
Previous convictions	(Yes/No)		
Dates			
Previous cautions	(Yes/No)		
Dates			
Details of other agencies whose help has been requested or who are known to be involved:			
Agency	Name or worker	Role	Contact details
General report on the case (this should give a full account of our service involvement as well as your own visits and contacts)			
Record of home visits and/or interviews with parents (include failed appointments and phone conversations as these can also be used as evidence)			
Date of appointment	Details of discussion and person seen		

Name of person completing report and role:	
Signed	
Date	
Authorised	
Senior Education Welfare Officer	
Education Inclusion Team Manager	
Date	