

I have got a letter asking me to attend a meeting of the Attendance Management Group.

- I know it's very important for me to be there. What can happen if I don't go?

If you have a good reason, you can ask for another date or time for the meeting. A good reason could be a hospital appointment that cannot be changed.

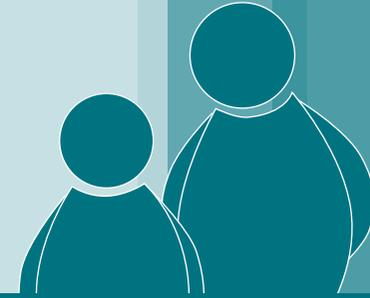


If you are not at the meeting and you have not given a good reason for not going, the Attendance Management Group can recommend that you be prosecuted.

This could mean you being taken to court to explain why your child is not attending school regularly.

This is something we would wish to avoid as it could end up with you being convicted of a criminal offence. This would mean you would have a criminal record.

In extreme circumstances, it could even mean a parent being sent to prison.



Key Contact

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Recycled Paper

Attendance Management Group

Supporting School Attendance

We can provide this information in large print or in another format that meets your needs.

Chinese	欲知詳情，請致電：01382 431563
Russian	Более подробную информацию можно получить позвонив по телефону: 01382 431563
Urdu	مزید معلومات کے لئے برائے مہربانی 01382 431563 پر فون کریں۔
Polish	po dalszą informację zadzwoń pod numer 01382 431563
Other formats	For more information please phone 01382 434503.

Designed by DCS PR Dept KL/3/08

Information for parents/carers
www.dundee.gov.uk



Attendance Management Group

Supporting School Attendance

● What is the Attendance Management Group (AMG)?

It is a group of people who have the responsibility to consider cases of children who should be at school but who are not attending school or who have a poor attendance record.

● Why have we been referred to the Attendance Management Group?

A referral will have been made because your child's attendance problems have not been sorted elsewhere despite a lot of hard work to change things by the school and others.

● Who sits on the Attendance Management Group?

There will be three officials from Dundee City Council and the School Health Service in the group. There will always be male and female representation.

● Who will attend the Attendance Management Group?

You and your child will be formally asked to attend, as well as a member of the school staff. For secondary schools, this

will possibly be the Guidance Teacher or Depute Head Teacher. For primary schools, it is likely to be the Head Teacher or the Depute. A support worker from the Education Department or a Social Worker - if Social Work Department is involved with the family - can be present. Social Work could also provide transport, if it was considered necessary.

You can bring a friend or adviser to support you if you wish: for example, a relative or friend or another person such as a youth worker.

● What will happen at the Attendance Management Group?

The purpose of the AMG is to help parents and children make the most of their educational opportunity. The discussion will be guided by the information you and the school give the worker who visited you at home and compiled the report you have seen.

● What is the purpose of the discussion?

The aim is to work in partnership and to come to an agreement or solution that would see an improvement in your child's attendance at school.

● What can the Attendance Management Group do?

It can provide additional help involving staff from within school or from a support service.

It can continue the case to the next meeting of the AMG to monitor progress.

It can liaise with the School Health Service when there are medical problems or issues.

It can make a recommendation to the Options Group of the Education Department for a placement with a training provider (final year/last six months of compulsory education only).

It can refer the case to the Director of Education (or nominee) with a recommendation that the parent(s) be prosecuted. This will only happen where there is no co-operation from the parent(s).

