

The TSAT 4 Step Referral Process

Step 1:

Attendance falls below 96%

Action:

A 'First Contact % letter' is sent.

Step 2:

Further absence without medical evidence occurs.

Action:

A letter requiring medical evidence to be provided is sent.

Step 3:

Further absence without medical evidence occurs.

Action:

Parent is invited in for a clinic or home visit is made. A follow up letter is sent confirming matters discussed.

Step 4:

Further absence without medical evidence occurs totalling 10 sessions.

Action:

A referral is made to the Local Authority,
Portsmouth City Council.