

National Policy for Children's Disability Network Teams Family Engagement and Attendance

Family Leaflet

We know it can be difficult at times for you to take part in planned therapies/services for your child alongside the many other family demands, however we as a team we become concerned when you do not bring your child to appointments. We use the 'Managing Attendance and Family Engagement' Policy to support families to engage with our service. This is a summary of the policy.

01 First Missed Appointment

A member of the team will send you a text - informing you of a new appointment date and time.



Second Missed Appointment (in a row)

A member of the team will phone you and try to find out about any difficulties you have in bringing your child to the appointment. If they cannot contact you by phone they will write to you with a new appointment date and time.



02

03 Third Missed Appointment (in a row)

If you have not made contact with the team, you will receive a letter from the team manager. The letter will ask you to make contact with the team **within two weeks**, if you want the service to continue.



It is your responsibility to make contact with your child's team.

What Happens Next?

If you do not contact the team manager or miss a 4th appointment (in a row) we will **discharge your child from the service**.

You will get a discharge letter and a letter will be sent to your child's GP and other relevant agencies.

If there are concerns in relation to the welfare of the child, a referral will be made to Tusla, the Child and Family Agency.



04

It is your responsibility to make contact with your child's team.