

MANAGING ATTENDANCE AND ABSENCE

A best practice package for school
managers and senior leaders
PLUS Seminar/INSET option

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Keeping a constant eye on attendance is a feature of management in every school. While legal responses will occasionally be necessary, most of the time staff will need to be confident in working pastorally and strategically, rather than relying on external interventions from the Local Authority. This requires active planning like any other element of school improvement, but must keep the educational and wider needs of children and young people at the centre, not become simply a statistical exercise.

Why do schools keep registers and what are they required to do when there are problems? What are the duties on parents and where does enforcement fit within the range of responses available? How can attendance best be promoted as a whole-school activity?

This **Study and Train** resource addresses these questions by providing you with a range of resources which you can then use to review current arrangements, ask key questions and develop appropriate policies and procedures in partnership with your Local Authority.

The package consists of:

- A **PowerPoint presentation** on the legal framework for what schools have to do in managing registration, addressing absence and the range of responses available. There are Notes attached to each slide to provide hints on their delivery
- Copies of **DfE Guidance and updated Regulations** (2016)
- Advice on the correct use of the **absence codes** with related activity
- **Additional reading** on understanding the different reasons for absence and making the appropriate pastoral responses
- A **case-study** discussion exercise
- A '**model**' **school policy** on attendance to use as a basis of comparison with your present one and a specimen policy on **term-time leave**
- An **audit tool** to enable you to review all current arrangements for promoting attendance and plan for any changes in policy or procedures

How do I order this package?

Email me for a personalised invoice and on receipt of the **£75 fee, (no VAT)**, participants will receive all the materials by email. INCLUDES the Attendance groupwork pack, '**Here Today, Here again Tomorrow**' a 4-session programme of activities for use with targeted pupils at KS2/3.

Half-day Audit/Seminar/INSET option: £400 (no VAT) (no travel costs in Midlands area) including the cost of the pack whether purchased first or sent afterwards.

Once purchased, this material can be shared with colleagues within your own school/setting ONLY. It is copyright to the author and should not be copied or forwarded to others. Printed copies can be made for your own use and for training purposes within your establishment.

The Author

Ben Whitney is a Midlands-based Independent Education Welfare Consultant and Trainer with over 25 years' experience in managing Education Welfare Services in two local authorities. He regularly delivers training workshops, contributes to journals and conferences on attendance and is the author of several books. He can be contacted via his website: www.ben-whitney.org.uk which also contains details of further training opportunities and a regular blog/educational comment.

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