

# **MANAGING ATTENDANCE AND ABSENCE**

A best practice package for school  
managers and senior leaders  
PLUS Audit/INSET or Governor Training  
options

**Ben Whitney**

Independent Education Welfare  
Consultant and Trainer

[www.ben-whitney.org.uk](http://www.ben-whitney.org.uk)

07939 103340

Email: [ben.whitney1@btinternet.com](mailto:ben.whitney1@btinternet.com)

## MANAGING ATTENDANCE AND ABSENCE

Keeping a constant eye on attendance is a feature of management in every school. While legal action against parents 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 you required to do when there are problems? How can attendance best be promoted as a whole-school activity? What will Ofsted expect to see? What is the role of governing body (or equivalent)?

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.

The package consists of:

- A **PowerPoint presentation** on the legal framework for what schools have to do in managing registration, Ofsted expectations and governance issues, plus supporting your attendance staff, and understanding your school's absence profile. There are Notes attached to each slide to provide hints on their delivery and an additional section on the powers available to the Local Authority.
- Copies of **DfE Guidance and updated Regulations** (2016)
- Advice on the correct use of the **absence codes** with related activity
- 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 and how much does it cost?

**Pack only: On request I will send all the materials by email: £50 (no VAT).** An invoice will be sent at the same time and I trust you to pay it! (See below how to receive it for free).

## Face to face training options

**90 minute governor training Midlands area ONLY: £200 (no VAT) including** the pack and audit materials for follow-up use.

**Half-day management Audit: £400 (no VAT)** (no travel costs in Midlands area) **including** the pack.

**Whole day: £600 (no VAT)** comprising audit plus staff/governors INSET (no travel costs in Midlands area) **including** the pack.

**If you have previously paid for the pack and then request some face to face training later, the £50 is discounted from the relevant fee.**

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 and working independently. 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](http://www.ben-whitney.org.uk) which also contains details of further training opportunities and a regular blog/educational comment.

Email: [ben.whitney1@btinternet.com](mailto:ben.whitney1@btinternet.com)

Tel: 07939 103340