

ATTENDANCE AND ABSENCE

Legal requirements and best practice in schools

**A one-day Workshop for school-based
attendance officers and their managers**

**PLUS optional additional reading, written work
with individual feedback and completion
Certificate**

PURCHASING AND INTRODUCTORY INFORMATION FOR GROUPS OF SCHOOLS

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ATTENDANCE AND ABSENCE

A training day or extended study programme

This package comes in two formats:

A one-day interactive training **WORKSHOP**

or

THE WORKSHOP PLUS GUIDED READING with individual **WRITTEN WORK AND TUTOR FEEDBACK**. Approximately an additional day in the candidates' own time. I will issue a Certificate for each person who completes the course or the organiser can do so on behalf of your group/consortium.

The idea is that one school takes on responsibility for inviting attendance workers, parenting and home-school workers etc. from their own and other schools and organises the venue for an **initial Workshop** which I would lead, for up to a maximum of **12** participants. Each participating school will also receive a copy of a Groupwork pack '*Here Today: Here Again Tomorrow*' for targeted work with pupils in KS2/3.

With the additional reading and feedback **option**, in addition to the day event, each participant would also have the opportunity to study a **4 Unit follow-up reading course** and to submit a **RESPONSE FORM** for individual tutor feedback.

Whichever option you choose, I will provide all the materials for printing and run the initial event. All the resources used will be sent by email after the day for distribution to the participants.

COST: £600 PER GROUP (NO VAT) invoiced to the organiser after the seminar. An additional £50 per person will be charged for the 4 units of further reading materials and follow-up feedback process, if you wish to offer this element. PLEASE NOTE This additional fee is charged for each member of the group whether or not every individual actually sends in their written work. Your preference should be indicated when booking. (Additional travel costs etc. only outside the Midlands area).

As a condition of purchase, the materials can be forwarded or printed for their own use by the participants ONLY. They may be shared with their own school but may not be copied or forwarded for use by any other person or school without the author's permission.

This programme relates primarily to children of compulsory school age. There is no DfE Guidance on managing attendance outside this period but there will be an opportunity at the Seminar to discuss issues relating to Reception and sixth forms.

The author/tutor

Ben Whitney is an Independent Education Welfare Consultant and Trainer with over 25 years' experience in managing Education Welfare Services in Staffordshire and Wolverhampton and delivering training. He now works directly with schools on attendance issues and is the author of several books and numerous articles. He can be contacted via his website: www.ben-whitney.org.uk which also contains details of further training opportunities and a regular educational blog/comment.

INITIAL WORKSHOP PROGRAMME

(Timings can be adjusted if required)

Each session will be a mixture of presentation, individual and group activities, small-group and whole-group discussion.

- 10.00** Welcome, refreshments and registration
- 10.30** **Session 1: The law on school attendance and its implications**
- An attendance quiz and answers (PPt presentation to take away)
Overview of legal framework
- (break)
- Regulations and best practice in managing registration
Implications of compulsory school age
Authorised, unauthorised and persistent absence
The published data
Off-registration requirements
Using the absence codes correctly
- 1.00** Lunch/refreshment break
- 1.30** **Session 2: From theory to practice**
- A 'model' school policy
The Ofsted Framework and links to safeguarding
Understanding your school's absence and making the right response
Attendance tactics and ideas
Do you get all the support you need?
- 3.30** (Introducing the further reading, the follow-up resources and feedback arrangements and depart).