

MANAGING ATTENDANCE AND ABSENCE

A one-day seminar for school leaders and governors

This programme is available for groups of school leaders/local governing body members on request. You choose the date, venue and participants.

Headteachers in all schools have a statutory duty to keep daily registers, decide what goes into them and then take any necessary action. What underpinning policies and procedures do they need in order to ensure best practice? Ofsted includes attendance and absence as a key indicator of the effectiveness of 'Leadership and Management'. Do those who are responsible actually know what is happening? Schools are increasingly taking over work with families that was previously carried out by local authorities and employing their own staff to do it How can leaders and managers ensure they are properly supervised and trained?

Many schools have yet to address these issues in a systematic way, or key leaders may have only recently been appointed to these crucial roles. The day will include specialist input, discussion starters, model policies, resources to be used back in school and an audit tool to help you with action-planning. There will be ample opportunity for sharing your own experiences and for questions and individual participation.

Who should attend?

Senior leaders and representative governors (or the equivalent) in all primary, secondary and special schools.

Facilitator

Ben Whitney has over 25 years' experience in managing Education Welfare Services in 2 Midlands LAs and, since 2011, as an Independent Consultant and Trainer. He is the author of several books, has delivered numerous training sessions across the country and regularly contributes to journals and conferences. He is a governor of a special school. More information can be found on his website: www.ben-whitney.org.uk

Email: ben.whitney1@btinternet.com or phone 07939 103340

Fee

£600 (no VAT) per event for up to 12 participants. Travelling expenses etc. outside the Midlands area only.

See Programme below:

PROGRAMME

Timings can be adjusted depending on location and travel time required.

10.00 Arrival, registration and refreshments

10.30 Welcome and introductions

SESSION 1: The legal framework for managing attendance: Why do schools keep registers?

Registration Regulations and DfE Guidance

Implications of Compulsory School Age

Defining authorised, unauthorised and persistent absence

Off-registrations

Working with the local authority

11.45 **SESSION 2: Ofsted expectations and a self-audit tool**

Sharing inspection experiences and expectations

Introducing the Audit tool and how it can best be used in your setting

1.00 Break

1.30 **SESSION 3: School Attendance Policy and Effective Governance**

A 'model' will be offered but please bring current examples of written policies and how they impact on practice

Understanding your absence profile

The role of the governing body

2.30 **SESSION 4: Managing attendance colleagues**

Identifying the various roles in schools

Guidance on appropriate supervision, training and accountability

3.15 Individual action-planning and any remaining questions

3.30 Close