

# AN ATTENDANCE AND ABSENCE MOT!

**A one-day seminar for school leaders, pastoral managers and governors**

**You choose the date, venue and participants**

Most of your work on attendance is probably running smoothly. But there may be a few advisories that you need to be aware of and perhaps even the odd major issue that needs attention. This is an opportunity to give your school a check just to be sure.

What underpinning policies and procedures do you need in order to ensure best practice? Ofsted includes attendance and absence as a key indicator of the effectiveness of 'Leadership and Management' and Safeguarding. 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 pastoral managers; those involved in managing attendance work and representative governors (or the equivalent) in any primary, secondary or special school.

## **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. More information can be found on his website: [www.ben-whitney.org.uk](http://www.ben-whitney.org.uk)

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**Fee for 2018/19: £500 (no VAT) plus travelling expenses etc.**

See Programme below:

# **ATTENDANCE AND ABSENCE MOT SEMINAR PROGRAMME**

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

Welcome, learning objectives and initial questions

## **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

(short break)

## **Using the codes correctly and Ofsted expectations**

Codes exercise and Guidance

Sharing inspection experiences and expectations

Break

## **SESSION 2: Effective Governance, Policy and Procedures**

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

A 'model' policy will be offered for comparison with existing policies

Understanding your school's absence profile

The role of the governing body

## **Managing attendance colleagues**

Identifying the various roles in schools

Guidance on appropriate supervision, training and accountability

Individual action-planning and any remaining questions

Close