

ATTENDANCE AND ABSENCE SEMINAR

A one-day single-school seminar for attendance workers, school leaders, pastoral staff and governors

You choose the date, venue and participants from your school

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' 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 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

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Fee for 2018/19: £400 (no VAT) plus travelling expenses etc.

See Programme below:

PROGRAMME

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

- 09.30 Arrival, registration and refreshments
- 10.00 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
- Ofsted expectations and an 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 2: School Attendance Policy and Procedures**
- A 'model' will be offered but please bring current examples of written 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
- 3.15 Individual action-planning and any remaining questions
- 3.30 Close