

## ATTENDANCE OFFICER TRAINING WORKSHOP

Many of those doing this work in schools (and those who manage attendance and absence data or also work with parents and children) have never had any formal training in the tasks they have to carry out. Attendance law is a complex matrix with as many obligations on schools as on parents. Absences are not all the same so what can be done about them? What is the continuing role of your local authority?

The idea is that one school takes responsibility for inviting attendance officers, parenting and home-school workers etc. **from their own and other local schools** and organises the venue for a **Workshop** which I would lead. 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.

I will provide all the materials for printing and run the day. All the resources used will be sent by email after the day for distribution.

**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 Workshop to discuss issues relating to Reception and sixth forms.**

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

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**Fee for 2018/19:**  
**£400 per group (No VAT) plus travel costs etc.**

See programme below:

# ATTENDANCE OFFICER WORKSHOP PROGRAMME

(Start and finish 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** **The law on school attendance and its implications**
- An attendance quiz and answers (PPt presentation to take away)  
Overview of legal framework for schools  
Regulations and best practice in managing registration  
Implications of compulsory school age  
Authorised, unauthorised and persistent absence  
The published data etc.
- (short break)
- Using the codes correctly**  
Exercise, activity and guidance
- 1.00** Lunch/refreshment break
- 1.30** **Working with the local authority**
- Off-registration requirements  
The statutory powers available and the role of the LA  
Case-study
- Understanding your school's 'absence profile' and making the right responses**
- 8 kinds of absence and what you can do about them  
Attendance tactics and ideas  
Do you get all the support you need?
- 3.30** Final questions and depart.