

MANAGING ATTENDANCE AND ABSENCE

A best practice self-study pack for school
managers and senior leaders

PLUS half-day Review and Audit or
Governors' Briefing options
(Midlands area only)

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MANAGING ATTENDANCE AND ABSENCE

Keeping a constant eye on attendance is a feature of management in every school. While legal action against parents will occasionally be necessary, most of the time staff will need to be confident in working pastorally and strategically, rather than relying on external interventions from the Local Authority. This requires active planning like any other element of school improvement, but must keep the educational and wider needs of children and young people at the centre, not become simply a statistical exercise. There are also essential elements of safeguarding.

Are your key managers and staff aware of all the applicable regulations and guidance? You can't just make up your own 'rules'. Why do schools keep registers and what are you required to do when there are problems? How can attendance best be promoted as a whole-school activity? What will Ofsted expect to see? What is the role of governing body (or equivalent)?

This **Study and Train** resource addresses all these questions by providing you with a range of resources which you can then use to review current arrangements, ask key questions and develop more effective policies and procedures.

The pack consists of:

- A **PowerPoint presentation** on the legal framework for what schools have to do in managing registration, Ofsted expectations and governance issues, plus supporting your attendance staff, safeguarding issues etc. There are Notes attached to each slide to provide hints on their delivery and an additional section on the powers available to the Local Authority.
- Copies of **DfE Guidance and updated Regulations**
- Advice on the correct use of the **absence codes** with related activity
- A '**model**' **school policy** on attendance to use as a basis of comparison with your present one and a specimen policy on **term-time leave**

FEES FOR 2018/19

Pack only: On request I will send all the materials by email: £50 (no VAT).

Midlands area face to face options

Half-day attendance review and audit: £300 (no VAT) (plus travel costs) **including** the pack FREE and an **additional audit tool** which we work on together.

A p.m. audit review meeting with key staff, followed by a Governors' briefing; £400 (no VAT) (plus travel costs) **including** the pack FREE. I will work through the **additional audit tool** with you prior to sharing the PPT with your governors.

If you have previously paid for the pack and then request the review and audit or governor training later, the £50 is discounted from the fee.

I also offer a standalone 90 minute Governors' briefing (Midlands only), a whole day attendance and absence seminar/MOT for senior leaders and a whole day workshop for a group of attendance officers in schools or local authority staff/EWOs.

See website for more details.

Once purchased, these materials can be shared with colleagues within your own school/setting ONLY. It is copyright to the author and should not be copied or forwarded to others. Printed copies can be made for your own use and for training purposes within your establishment.

About me

Ben Whitney is a Midlands-based Independent Education Welfare Consultant and Trainer with almost 30 years' experience in managing Education Welfare Services in two local authorities and working independently. He regularly delivers training workshops, contributes to journals and conferences on attendance and is the author of several books. He can be contacted via his website: www.ben-whitney.org.uk which also contains details of further training opportunities.