

MANAGING ATTENDANCE AND ABSENCE

A best practice pack for school managers
and senior leaders

PLUS Audit or Governor Training options
(Midlands area only)

Ben Whitney

Independent Education Welfare
Consultant and Trainer

www.ben-whitney.org.uk

07939 103340

Email: ben.whitney1@btinternet.com

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** (2016)
- 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**
- An **audit tool** to enable you to review all current arrangements for promoting attendance and plan for any changes in policy or procedures

REDUCED FEES FOR 2018/19

Pack only: On request I will send all the materials by email: £50 (no VAT). (See below how to receive it for free).

Face to face training options on request

90 minute governors' briefing session: Midlands area ONLY: £150 (no VAT)
(plus travel costs) **including** the pack FREE.

Half-day attendance review and audit: Midlands area ONLY: £200 (no VAT)
(plus travel costs) **including** the pack FREE.

If you have previously paid for the pack and then request some face to face training later, the £50 is discounted from the relevant fee.

I also offer a whole day attendance and absence seminar for single schools and a workshop for a group of attendance officers. See website for 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.

The Author

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 and a regular blog/educational comment.

Email: ben.whitney1@btinternet.com

Tel: 07939 103340