

ATTENDANCE OFFICER TRAINING WORKSHOP

(Local Authority staff)

Many of those doing attendance work in local authorities (and those who manage them) 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 and LAs as on parents.

- What is the legal framework within which we all have to work?
- What advice should we give on the use of all the various codes?
- Absences are not all the same, so what different responses are available?
- What does a good school attendance policy look like?
- What is the continuing role of the local authority and how are the statutory powers best used?

The day will also include an introduction to an AUDIT TOOL for use with individual schools. More is involved than only checking they are marking the registers correctly. Is all their practice **lawful, thoughtful, caring and effective?**

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 which also contains details of further training opportunities and a regular educational blog/comment.

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Fee for 2018/19:
£500 per group (No VAT) plus travel costs etc.

See programme below:

ATTENDANCE OFFICER WORKSHOP PROGRAMME

(Local Authority staff)

(Start and finish timings can be adjusted as required)

Each session will be a mixture of presentation, individual and group activities, small-group and whole-group discussion.

Welcome, introductions and learning objectives

SESSION 1

(a) 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
Off-registrations

(b) Using the codes correctly

Exercise, activity and guidance

Break

SESSION 2

(a) The local authority's powers are how they are best used

Overview of the legislation: Education Act 1996; Children Act 1989, Anti-Social Behaviour Act etc.
Case-study

(b) Effective support for schools

8 kinds of absence and what can be done about them
A model school policy
Introducing the AUDIT TOOL

Final questions