

MANAGING ATTENDANCE AND ABSENCE

Whole Governing Body Briefing and follow-up Resource Pack (Midlands area only)

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The Governors' handbook says all governing bodies should ensure that the Registration Regulations are being carried out correctly and be active participants in supporting your school's attendance. Many legal duties are involved.

After previously working for both Staffordshire and Wolverhampton LAs, I am now a governor of a Wolverhampton school myself. I know how many things there are on your agenda, but I can offer you a 90 minute briefing session at a time of your choosing, plus follow-up resources to ensure best practice.

Managing attendance requires active planning like any other element of school improvement, but needs to 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. 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)?

(continued)

The 90 minute briefing will cover:

- the legal framework for what schools have to do in managing registration, attendance and absence,
- the published data about your school
- Ofsted expectations
- effective governance
- supporting your attendance staff
- safeguarding issues
- the powers available to the Local Authority
- questions and discussion

The follow-up pack (sent by email) consists of:

- The **PowerPoint presentation** used at the briefing
- Copies of **DfE Guidance and updated Regulations**
- Advice on the correct use of the **absence codes** with a related activity for your key staff
- A '**model**' **school policy** on attendance to use as a basis of comparison with your present one
- An **audit tool** to enable your senior leaders to review all current arrangements for promoting attendance and plan for any changes after the session

ALL THIS FOR £200 plus travel costs (no VAT)

If you prefer, I can hold an additional afternoon meeting with key leaders and staff to work through the audit with you before the Governors' session: £400 plus travel costs (no VAT)

Ben Whitney is a Wolverhampton-based Independent Education Welfare Consultant and Trainer with almost 30 years' experience in managing Education Welfare Services and working independently. He regularly delivers training workshops, contributes to journals and conferences on attendance and is the author of several books. More information on his website: www.ben-whitney.org.uk.

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