

ATTENDANCE AND ABSENCE
A 'Study, Audit and Train' Resource Pack
sent by e-mail

A self-study pack for senior leaders and
governors with 2 PowerPoint
presentations and supporting materials

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£99 (NO VAT)

**£50 per copy if purchased for a group of NAMED schools
at the same time**

ATTENDANCE AND ABSENCE

Keeping a constant eye on attendance is a key role 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? 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 your governing body (or equivalent)?

This **Study, Audit and Train** pack 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 a **BONUS PowerPoint on the powers available to the Local Authority**.
- Copies of **DfE Guidance and updated Regulations** including Guidance on home education (April 2019) and managing attendance and absence (September 2018)
- 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
- An **audit tool** so you can review all current procedures and plan for changes
- **Additional reading** to support the presentation

Once purchased, these materials can be shared with colleagues within your own school/setting ONLY. They are copyright to the author and may not be copied or forwarded to others. Printed copies can be made for your own use and for training purposes within your establishment only. By purchasing this pack you agree to these requirements.

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