

ATTENDANCE OFFICER SPECIALIST WORKSHOP (Schools)

Many of those appointed to do this work in schools, including those who enter attendance and absence data or who also work with parents and children, 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 as on parents. How do you know you are doing everything correctly? Absences are not all the same so what different responses are available and are most likely to work? What is the difference between 'off-registration' and 'off-rolling' about which Ofsted is so concerned? What is the continuing role of your Local Authority in supporting your casework?

The idea of this practical interactive event is that one school takes responsibility for inviting attendance officers, parenting and home-school workers etc. **from their own and other local schools** and organises the venue for a **Workshop** which I would lead. There will be plenty of opportunity for questions and discussion. I will provide all the required materials in advance for printing.

All the resources and PowerPoints used on the day, together with copies of the Regulations, further reading and the latest DfE Guidance, will be sent by email after the day for distribution to all participants. **Each participating school will also receive a copy of a Groupwork pack 'Here Today: Here Again Tomorrow' for targeted work with pupils in KS2/3.**

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 or 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 independently. He is the author of several books and numerous articles.

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Fee for 2019/20:
£600 per day (no VAT) plus travel costs and accommodation if required.
No limit to the number of participants.

See programme below:

ATTENDANCE OFFICER WORKSHOP PROGRAMME

(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, introduction and learning objectives

SESSION 1

(a) The law on school attendance and its implications

An attendance law quiz and answers
Overview of legal framework for schools and implications for practice
Regulations and Guidance relating to registration and data collection
Implications of compulsory school age
Authorised, unauthorised and persistent absence etc.

(break)

(b) Using the codes correctly

Exercise, activity and guidance

Break

SESSION 2

(a) Working with the local authority

Off-registration notification requirements
The statutory powers available and the role of the LA

(b) Understanding your school's 'absence profile' and making the right responses

A school attendance policy
8 kinds of absence and what you can do about them
Attendance tactics and ideas
Do you get all the support you need?

Final questions