SECTION 6 of Directory

Attendance

Section 6 - Attendance	

In School Attendance Support	Code: AS001

Introduction

This session is to support senior staff with the management of school attendance in line with the school attendance policy as well as local and national guidance.

The session will allow for a brief overview of the school procedures, while supporting with key improvement areas, operational processes and best practice.

The session can be used to discuss specific cases, analyse whole school data and support with whole school approach.

The school attendance lead will visit the school and meet with the designated member(s) of the senior leadership.

Attendees: This session is suitable for:

- School leadership or school attendance champion
- Trust CEOs

Outcomes

- Resolve issues
- Future actions and timescales
- Specific elements of good practice
- Possible whole trust / federation consistencies of approach (where relevant)

Length of session: One hour

Cost	Core	Enhanced	Non-SLA
In school	£125	1 Credit	£150

Attendance – Home Visit / Safe & Well Check	Code: AS002

Introduction

Schools can request a home visit for the following reasons:

- Safe & Well Check – If school have not seen a child for a period of days or have a concern over their whereabouts
- Attendance Visit – If the child is absent from school and you are concerned about:
    - The reason given for absence
    - Length of time absent
    - Lack of contact from home

Process

After completing the referral, a member of our team will contact you to receive the relevant information to complete the visit; this should include any safeguarding information that we should be aware of for our own safety and the family we are visiting.

Time Scales – Referrals received before midday will be allocated to a member of our team who will endeavour to complete these before then end of the next working day.
Emergency Response – In the event you require an emergency visit please follow your local procedure with children's services or contact the police

Outcomes

Once we have completed the visit we will contact you by telephone to offer verbal feedback along with a written report to be placed onto the school information system / child's file.

Duration

Minimum of 60 minutes (depending on return travel time)
5-mile radius is included in the price anything outside of this will be charged at 0.45p a mile.

Prices start from:

Cost	Core	Enhanced	Non-SLA
In school	£35.93 an Hour	£35.23 an Hour	£38.76 an Hour

Supported Attendance Audit	Code: AS003

Introduction

CES provide schools with an Audit/Self Review document, which can be completed individually; or in discussion with our Lead Attendance Officer.

The Audit addresses:

The document requires schools and academies to review and audit practice across a range of areas and provide a response and evidence to support their view in respect of the specific questions asked.

- Quick checklist for independent check
- Policy & Procedures
- Action planning
- Recording and monitoring of attendance
- Networking with other agencies
- Preventing absenteeism
- Promoting attendance
- Resources
- Transition
- Safeguarding of vulnerable children

This session is to support senior staff with the management of school attendance in line with the school attendance policy as well as local and national guidance.

The session will allow for a brief overview of the school procedures, while supporting with key improvement areas, operational processes and best practice.

The audit document can be downloaded from the member section of the website for all schools who purchase an SLA from ourselves.

Attendees: This session is suitable for:

- School leadership or school attendance champion
- School Governor

Length of session: Two hour

Cost	Core	Enhanced	Non-SLA
In school	£250	2 Credits	£300

Comprehensive School Review of Attendance and Management Processes	Code: AS004

Introduction

The purpose of the review is to assist the school in ensuring that school attendance is managed properly and inline with the expectations of the DfE.

The review will analyse the attendance management systems, tracking of attendance and supporting children to improve their attendance; the review will also look at the school policies, legal referrals and the consistency within the school staff.

Our Attendance Lead will visit the school to conduct a comprehensive review across the whole school environment.

The review process will involve:

• An examination of key policies and website

• Learning walk around the school site and the learning environment

• Observation of the daily attendance process

• Interview's with:

  ▪ Headteacher / Designated attendance lead

  ▪ Members of school staff

  ▪ Link governor for attendance

  ▪ A group of children

  ▪ A group of parents

This review is suitable for:

• School leadership including the governance monitoring process

• Trust CEOs as part of the due diligence process of trusts looking to adopt new schools

• Schools planning and preparing for future Ofsted / ISI inspections

• Schools who need to get a full picture of strengths and weaknesses in attendance.

Outcomes:

A detailed report identifying:

• Background and context to the review

• Good practice and potential gaps in each of the areas reviewed

• Summary and areas for consideration

Length of session: Full day in school followed by report writing

Cost	Core	Enhanced	Non-SLA
In school	**£750**	**6 Credits**	**£900**

Working Together to Improve School Attendance	Code: AS005

Introduction

Staff will learn about the importance of completing accurate registers and the daily process that school staff undertake with attendance information to ensure all children are accounted for and safe.
The session will also cover the barriers that children and families are faced with; and how we can support to improve attendance before considering formal processes.

Learning Outcomes:

- Understanding new guidance
- Completing the register and why this is important
- Daily process within school
- What research tells us
- Why we see poor attendance
- Supporting children and families
- Formal procedures

Attendees: This session is suitable for:

- **All staff**

Length of session: 40 minutes

Cost	Core	Enhanced	Non-SLA
In school	**£125**	**1 Credit**	**£150**

Introduction to School Attendance	Code: AS006

Introduction

The session will introduce new staff to school attendance and offering insight into the school processes. During the session we will also discuss registration codes and the new guidance for some codes which offers clarity for more experienced delegates who attend.

Learning Outcomes

- What the laws states
- Ofstead and expectations
- In school process
- Registration marks
- Reasons for non-attendance
- Working together to improve school attendance
- Record keeping

Attendees:

All staff who play a part with operational attendance.

Length of session: 2 hours

Cost	Core	Enhanced	Non-SLA
In school	£250	2 Credits	£300