Attendance Network Meeting

Welcome

October 2024

Andrea Jordan – Inclusion Lead with strategic responsibility for Attendance

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Programme

9.00 am   **Welcome and Updates**
Fliss Falconer, Lead Officer for Legal Intervention in Education (Attendance), Education Inclusion Service, GCC

9.20 am   **Data Cohort Comparisons**
Laura Berry, Senior Data Analyst, Education Data Hub, GCC

9.50 am   **Youth Justice**
Sarah Penny, Team Manager for Community and Youth Justice Service &
Becky Gazzard, Case Responsible Officer Justice Education Lead, GCC

10.20am   **'From First Signs to Legal Intervention'**
Fliss Falconer, Lead Officer for Legal Intervention in Education (Attendance), EIS, GCC

10.40am   **Break (20 minutes)**

Programme

11.00am **'Support First' Workshop**
Networking and group work

11.20am **Information Management Systems Q&A**
Charlotte Claridge, Education Services Business Analyst, ICT Support, GCC

11.30am **Improving Attendance in Gloucestershire Project Update**

11.55am **Evaluation and Close**

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The Education Inclusion Service (EIS) sits within the Education Hub in GCC's Children's Services.

Our focus is on ensuring children with additional needs are supported to remain in school and achieve, through:
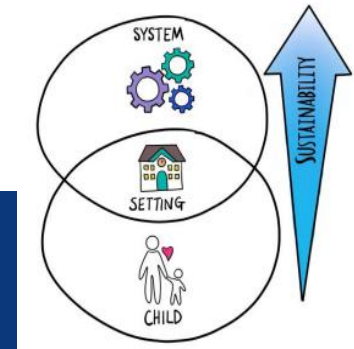
- supporting families and education settings in the development of inclusive practice and environments, ensuring children and young people have access to an education appropriate to meet their needs
- supporting families and education settings to take early holistic action to address emerging issues, and prevent escalation for children with no SEN and at SEN Support
- meeting statutory duties for attendance, exclusion, home education (EHE), and children in employment & entertainment (CIEE)

[Education Inclusion Service (EIS) | Gloucestershire County Council](#)

We are a multifaceted inclusion service that strengthens the LA's approach to inclusive practice. Alongside our significant statutory responsibilities, our aim is to play a lead role in the County's shared journey towards 'System Cohesion': everyone working together to ensure those working with children, young people, and their families have the skills, knowledge, and support systems around them to create a fully inclusive system that meets needs and puts in the right support at the right time.

To achieve this, EIS supports at all 3 aspects of the inclusion sustainability model:

- **System**: Local and countywide, evidence-informed approaches to support inclusion, and our contribution to systemic changes across
- the county
- **Setting**: Helping to support and build capacity & expertise within schools
- **Child / family**: Advice, guidance, and support for schools in relation to children and young people with no SEN and at SEN Support

Education Inclusion Service

Structure

Head of Service – Lisa Meggs

Inclusion Leads

Cheltenham & Tewkesbury – Vikki Burt

Stroud & Cotswolds   - Andrea Jordan

Gloucester & Forest   - Cilla James

APS   - Sian Edwards

Outcome Co-ordinators, Inclusion Officers, Lead Officer for Legal Intervention in Education (Attendance)

Contact us

General helpline 01452 427274 or email attendance@gloucestershire.gov.uk

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Current Team Structure

Chelt / Tewks Lead - Vikki Burt Exclusions and CIEE	Stroud / Cotswolds Lead - Andrea Jordan Attendance	Glos / Forest Lead - Cilla James Elective Home Education	APS Lead - Sian Edwards
Outcome Coordinators Brian McGuire Paul Waite Darren Peters **Inclusion Officers** Laura Nutland Tracey Knight Cath Jones Darren Peters Chris Cooke	**Outcome Coordinators** Steve Witt Claire Bailey **Inclusion Officers** Helen Kay Lauren Deponeo Dave Walton Susan Janneh	**Outcome Coordinators** Gill Rennie Anita King Thalia Guerra **Inclusion Officers** Brian Gazzard Stacey Baylis Amy Read Sarah Bunce Abbie Hawker	**Outcome Coordinators** Bev Wall Alice Hibberd **Fair Access Outcome Coordinator** Toby McGregor

Lead Officer for Legal Intervention in Education (Attendance)
Fliss Falconer

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Roles and responsibilities

Inclusion Officer

Each school has an Inclusion Officer who…

- Are the **first port of call** for the Education Inclusion Service
- Are allocated to schools for support and guidance
- Offer advice and guidance on our 4 statutory areas to schools parents and other agencies
- May have an EHE case load
- Have areas of oversight and specialisms
- Signpost schools, families and other agencies

Outcome Coordinators

Each dual locality has 2 OCs who…

- Case hold children
- Ensure that children are able to access an education
- Take a child centered approach
- Support schools and families to meet individual needs
- Work with families, schools and other partner agencies
- Signpost schools, families and other agencies

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Working Together to Improve School Attendance

All of guidance is statutory from 19th August 2024

Existing expectations of schools

- Develop and maintain a school culture that promotes benefits of attendance
- Have a clear attendance policy
- Accurately complete admission & attendance registers
- Monitor & analyse data to identify pupils/cohorts requiring support
- Build relationships with families, & work with them to remove barriers
- Share & collaborate with other schools/LAs/partners on persistent & severe absence

What's new for schools?

- Updated section on physical & mental ill health to be clear on schools' role, & provide further clarification around medical evidence, additional support for pupils with SEND and part-time timetables.
- Explain the new requirements on data sharing
- Clarification of expectations of senior attendance champions.
- Expectation to inform a pupil's youth offending team worker of any unexplained absences (as well as Social Worker and EHCP case worker).

School registers - FAQs

[The School Attendance (Pupil Registration) (England) Regulations 2024](#)
(This document is the legislation – any queries please refer to this document)

- Must be kept electronically and shared with DfE/LA
- Registers only open for 30 minutes, once in morning and once after lunch (if taken before lunch must be taken again after) Awaiting clarification from DfE regarding different start times after lunch eg because of staggered lunches for different year groups.
- Only pupils physically on the premises are marked as present (can take registers in other areas of school eg SEN centre etc)
- If unsure of reason mark as N – have 5 days to amend
- Online learning is always marked as an absence regardless of status of provider – C code (eg Ofsted accredited)
- New code for pupils not attending during registration because on an agreed part time/amended timetable – Code C2 (or X for non stat age)

Document with new codings - [2024-school-attendance-codes.pdf](#) plus DfE webinar [School Attendance Register: Attendance and Absence Codes](#)

Updates

- [School admission register: deletion from the school roll](#)
- Targeting Support Meetings – rationale follows DfE guidance
- CAPITA One module to support PNs and Notice to Improve(NTI) processes
- Reporting of 10 day unauthorised and 15 day sickness absences (statutory responsibility of schools) – how this works in Glos
- [Section 19 of the Education Act 1996 | Gloucestershire County Council](#)
- Reporting of part time and alternative provision timetables – change in processes [Part-time and Alternative Provision Timetables](#)
- Self assessment for schools [gcc-school-self-assessment-for-attendance.docx](#)
- Shared letter from GCC and school for parents [attendance-letter-for-schools-2.docx](#)
- Skeleton attendance policy - [skeleton-attendance-policy-schoolsnet.docx](#)
- Attendance contract - [draft-attendance-contract.docx](#)
- [Monitor your school attendance - October update](#)
- [DfE - Monitor your school attendance webinar for schools, trusts and LAs Tickets, Tue, Nov 19, 2024 at 9:45 AM | Eventbrite](#)

- [Data Returns: sharing attendance information with local authorities and others](#)

[Schoolsnet Attendance](#)

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Useful inclusion links

[Exclusions](#)

[Elective home education](#)

[Children missing education | Gloucestershire County Council](#)

[Apply for a child employment permit | Gloucestershire County Council](#)

RISE Partnership – Free Online Training – Improving Inclusion in Schools

Local areas may be interested in accessing RISE's free online training on improving inclusion in schools: What does inclusion mean to you? Join a free training on improving inclusion in schools to understand more about disability duties and how to create an inclusive environment. This 2.5-hour online session is targeted at support staff & new teachers 13th or 14th November (sign up link: https://bit.ly/4dqKg1U) and practitioners & leaders 28th November (sign up link: https://bit.ly/3ZETNPz)

[Schoolsnet Bulletin Board](#) contains everything that goes in Heads Up or What up gov – check this weekly to ensure you receive the most up to date information about education