

# Attendance Network Meeting

## Welcome

### April 2024

Andrea Jordan – Inclusion Lead with responsibility for Attendance

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# Programme

- 9.30 am      Welcome and introduction**  
Andrea Jordan, Inclusion Lead, Education Inclusion Service, GCC
- 9.40 am      National and local data and context**  
Laura Berry, Senior Data Analyst, Education Data Hub, GCC
- 10.10 am      Targeted Support Meetings**  
Andrea Jordan and Maria Keitch, Welfare and Attendance Officer & Deputy Safeguarding Lead, Archway School
- 10.25am      Legal Intervention and training videos**  
Fliss Falconer, Lead Officer for Legal Intervention in Education (Attendance), EIS , GCC
- 10.55am      SIMS Update**  
Charlotte Claridge – Education Services Business Analyst, Application Support, GCC

# Programme

- 11am** **Meet the Education Inclusion Team and refreshment break**  
Inclusion Officers, EIS, GCC  
Outcome Coordinators, EIS, GCC
- 11.20am** **Mental Health and Early Warning Signs**  
Ella Curtis – Head Teacher, Huntley C of E Primary School
- 11.40am** **Attendance Updates**  
Andrea Jordan, EIS, GCC
- 12.40 pm** Close and Evaluation

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

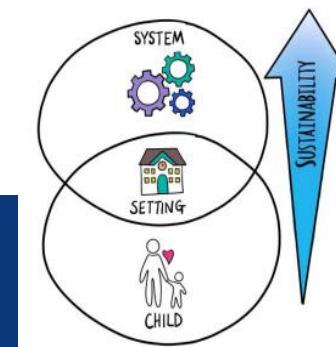
Our focus is on ensuring children with additional needs are supported to remain in school and achieve, through:

- 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)

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



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# 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](mailto:attendance@gloucestershire.gov.uk)

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# Current Team Structure

| <u>Chelt / Tewks</u><br>Lead - Vikki Burt<br>Exclusions and CIEE   | <u>Stroud / Cotswolds</u><br>Lead - Andrea Jordan<br>Attendance                         | <u>Glos / Forest</u><br>Lead - Cilla James<br>Elective Home Education     | <u>APS</u><br>Lead - Sian Edwards                        |
|--|---|---|--|
| <b>Outcome Coordinators</b><br>Brian McGuire<br>Paul Waite<br>Darren Peters                                  | <b>Outcome Coordinators</b><br>Steve Witt<br>Claire Bailey                              | <b>Outcome Coordinators</b><br>Gill Rennie<br>Thalia Guerra<br>Anita King | <b>Outcome Coordinators</b><br>Bev Wall<br>Alice Hibberd |
| <b>Inclusion Officers</b><br>Laura Nutland<br>Stefan Heasman<br>Tracey Knight<br>Cath Jones<br>Darren Peters | <b>Inclusion Officers</b><br>Helen Kay<br>Lauren Deponeo<br>Susan Janneh<br>Dave Walton | <b>Inclusion Officers</b><br>Brian Gazzard<br>Stacey Baylis<br>Amy Read   | <b>Fair Access Outcome Coordinator</b><br>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...

- Offer advice and guidance on our 4 statutory areas to school's parents and other agencies
- Have an EHE case load
- Have areas of oversight and specialisms
- Are the first port of call for the Education Inclusion Service
- 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
- Have an EHE Caseload
- Signpost schools, families and other agencies

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# 10 day plus absences

[Attendance \(gloucestershire.gov.uk\)](http://Attendance.goucestershire.gov.uk)

The Education (Pupil Registration) (England) Regulations 2006 state that schools must:

"... make to the local education authority ... a return giving the full name and address of every registered pupil of compulsory school age who ...

... (b) has been absent from school, where the absence has not been treated as authorised in accordance with regulation 6(2) for a continuous period of not less than ten school days, and specifying the cause of absence if known to the proprietor ..."

We collect this information through the B2B data feed with the school's MIS – if this isn't available then schools must do a manual return:

| School | Surname | Forename | DoB<br>(dd/mm/yyyy) | NCY | SEN | Term | Dates of absence       |                      | Absence Category<br>(Please select) | Further advice required?<br>(yes, no or previously discussed) |
|--------|---------|----------|---------------------|-----|-----|------|------------------------|----------------------|-------------------------------------|---|
|        |         |          |                     |     |     |      | 1st day<br>(dd/mm/yyy) | last day (dd/mm/yyy) |                                     |   |

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## What do GCC do with this information?

It is important as a local authority that we continue to have a central record of all children who have been absent for ten days continuously (and the absence is unauthorised). The importance of this reporting arrangement has also been underlined during very recent school inspections in our area where inspectors have contacted the LA to understand how the school fulfils its responsibilities in this regard.

It is vital that schools put in place appropriate safeguarding responses for children who are absent without authorisation, including for significant periods of time, and for children who go missing from school, particularly on repeat occasions. There are many circumstances where children may become 'missing' or may be absent; through these, children can be at significant risk, including risk of harm, neglect, abuse, exploitation and radicalisation, for example, as well as the risks of underachieving, poor outcomes, and becoming NEET.

Your school's Inclusion Officer will contact you at the end of every short term to ask you to provide information about these children so that we can ensure that they are being safeguarded and offer support to the school and families if appropriate or give advice and guidance on next steps with the 'support first' ethos to help improve attendance.

***Please can we ask that schools are timely in their responses to the IO when they are contacted – having to remind schools takes the time away from EIS being able to support more children and families – Thank you ☺***

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