

Attendance Network Meetings

March 2026

Welcome and introduction to EIS

Andrea Jordan – Education Inclusion Lead with strategic oversight for attendance

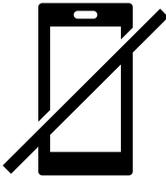
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Living our values every day




Housekeeping

Wifi code: dowtyclub

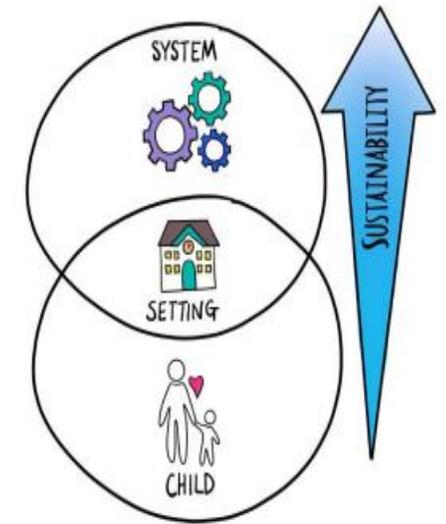


What we do



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:

- meeting statutory duties for attendance, exclusion (including Alternative Provision), home education (EHE), and children in employment & entertainment (CIEE)
- 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 previous trauma, emerging issues, and prevent escalation for children with no SEN and at SEN Support, all of whom are not in care.



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 **the right support at the right time**.

Living our values every day



Gloucestershire
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HELPING TO BUILD SUSTAINABLE, LONG-TERM CAPACITY, CONFIDENCE, AND SKILLS; SUPPORTING THE DEVELOPMENT OF EFFECTIVE WHOLE SCHOOL INCLUSION PRACTICE AND WHOLE SYSTEM CHANGE THROUGH TAILORED SUPPORT, FOCUSED TRAINING, AND TARGETED INTERVENTION



INDIVIDUAL CHILD-FACING SUPPORT, ADVICE AND GUIDANCE FOR BOTH SCHOOLS AND PARENTS (NON-EHCP AND NON-CIC CYP)



SUPPORTING SCHOOLS WITH THE DEVELOPMENT OF THEIR POLICIES AND PROCEDURES IN RELATION TO KEY STATUTORY AREAS



PROVIDING ADVICE, GUIDANCE, AND SIGNPOSTING TO SCHOOLS AND PARENTS, PROVIDING EMERGENCY HELP AND RESPONSES WHERE REQUIRED

OUR ROLE



HOLDING OVERALL RESPONSIBILITY FOR AND LEADERSHIP OF KEY LA STATUTORY RESPONSIBILITIES AROUND INCLUSION, NAMELY EXCLUSIONS, ATTENDANCE, EHE AND CIEE; THIS INCLUDES UNDERTAKING KEY STATUTORY ROLES WITHIN THESE

HELPING TO FACILITATE COLLABORATIVE MULTI-AGENCY WORKING



HELPING SCHOOLS TO FOCUS ON EARLY IDENTIFICATION OF NEED, PREVENTING OR OVERCOMING BARRIERS, AND PREVENTING ESCALATION



Living our values every day



Accountability



Integrity



Empowerment



Respect



Excellence



Gloucestershire
COUNTY COUNCIL

HOW WE WORK AND WHO WE WORK WITH:

- We work in partnership with primary and secondary schools in Gloucestershire, both maintained and academies. We work closely with school staff including Headteachers, Governors, Senior Leaders, Attendance Champions, SENCos, pastoral leads, and attendance officers in these schools. We work primarily to support schools with children within statutory school age, including children from YR to Y11.
- We work with independent schools to support the attendance of pupils at independent schools.
- Our role is limited with Special Schools (the EHCP Service work primarily with the Special Schools).
- Our service provides advice, guidance, and support for schools around provision for children and young people with no SEN and at SEN Support, all of whom are not in care *
- We aim to work in partnership with schools, predominantly at the preventative, early intervention stages of the Levels of Intervention (L1 Universal, L2 Additional); in addition, some of our work also supports at L3 (Intensive) and L4 (Specialist) within the Levels of Intervention.
- We work collaboratively and in partnership with many agencies and services, both formally and informally, and help facilitate multi-agency working where appropriate.
- Alongside our statutory EHE role, we pride ourselves in working proactively with the county's EHE community.
- Our CiEE statutory role also allows us opportunities to work closely with members of the public within the realms of child employment and entertainment.

**Please note the following for children and young people:*

- *Those with an EHCP are supported by the EHCP Service*
- *Those who are in the care of Gloucestershire are supported by GCC's Virtual School*
- *Those who are in Early Years settings (preschools, nurseries, etc) are supported by the Early Years' Service*
- *Those who are Post 16 are supported by **Prospects** and the **Post 16 Service**; we support transition to YST*



Lisa Meggs Strategic Lead for Education Inclusion							
<p>Vikki Burt Inclusion Lead and line manager Cheltenham and Tewkesbury, plus oversights System and school level inclusion</p> <p>Inclusion Lead strategic and operational oversights:</p> <ul style="list-style-type: none"> Improving inclusion and reducing exclusion Exclusion processes and statutory roles Child employment and entertainment (CIEE) Mental health link System and school level inclusion – including Inclusion Baseline / Framework Matrix management of CIEE and exclusions LA GDM Officer 		<p>Cilla James Inclusion Lead and line manager Gloucester and Forest, plus oversights System and school level inclusion</p> <p>Inclusion Lead strategic and operational oversights:</p> <ul style="list-style-type: none"> Improving inclusion and reducing exclusion Elective Home Education Service safeguarding lead S19 link Nav Hub Matrix management of EHE LA GDM Officer 		<p>Andrea Jordan and Becky Atkins Inclusion Lead and line manager Stroud and Cotswold, plus oversights System and school level inclusion</p> <p>Inclusion Lead strategic and operational oversights:</p> <ul style="list-style-type: none"> Improving Inclusion and reducing exclusion Improving attendance and reducing absence Attendance statutory roles, including TSMs and legal Early Help link Care leavers Matrix management of attendance LA GDM Officers 		<p>Sian Edwards Inclusion Lead and line manager Alternative Provision, Third Sector AP, MMYJ System and school level inclusion</p> <p>Inclusion Lead strategic and operational oversights:</p> <ul style="list-style-type: none"> Improving inclusion and reducing exclusion Alternative provision, including third sector AP Youth Justice, MACE, Missing, and CE / CSE ‘What Works’ with Social Finance GHES link Matrix management of MMYJ LA GDM Officer 	
						<p>Caroline Dalton</p> <p>AP Specialist Taskforce Coordinator</p>	
<p>Brian McGuire, Paul Waite, and Darren Peters</p> <p>Outcome Coordinators</p> <p>(2FTE)</p>	<p>Laura Nutland and Tracy Knight</p> <p>Enhanced Inclusion Officers</p> <p>Laura - CIEE Tracy - exclusions</p> <p>(2 FTE)</p>	<p>Gill Rennie, Thalia Guerra, Mel Turner (mat leave cover), and Anita King</p> <p>Outcome Coordinators</p> <p>(2 FTE)</p>	<p>Stacey Bayliss</p> <p>Enhanced Inclusion Officer</p> <p>Stacey - EHE</p> <p>(1 FTE)</p>	<p>Steve Witt and Claire Bailey</p> <p>Outcome Coordinators</p> <p>(2 FTE)</p>	<p>Fliss Falconer</p> <p>Lead Officer for Legal Attendance</p> <p>(1FTE)</p>	<p>Toby McGregor</p> <p>FAP Outcome Coordinator</p> <p>(1 FTE)</p>	<p>Alice Hibberd and Sam Chivers</p> <p>APS Outcome Coordinators (1.5 FTE)</p>
<p>Cath Jones, Cara Green, Michelle Burbidge, and Youcef El-Barhdadi</p> <p>Inclusion Officers</p> <p>(4 FTE)</p>		<p>Amy Read, Brian Gazzard, Sarah Bunce, Suz Jones, Sam Chivers, and (vacancy)</p> <p>Inclusion Officers</p> <p>(4 FTE)</p>		<p>Lauren Deponeo, Helen Kay, Dave Walton, and (vacancy)</p> <p>Inclusion Officers</p> <p>(3.4 FTE)</p>		<p>Aleks Czamara (TSS)</p> <p>Inclusion Support (temp)</p> <p>(0.6 FTE)</p>	

If the child has an EHCP, please contact the EHCP Service.

If the child is in care, please contact the Virtual School of the authority they are in care of

Attendance	<p>Advice and guidance</p> <p>Legal attendance aspects</p> <p>Attendance of CYP without EHCP and not in care</p>	<p>Please visit the following pages in the first instance:</p> <ul style="list-style-type: none"> • Attendance and absence from school Gloucestershire County Council • Attendance - Schoolsnet (gloucestershire.gov.uk) <p>If your query has not been answered on these pages, please contact us via the following:</p> <ul style="list-style-type: none"> • Email attendance@gloucestershire.gov.uk • or phone the EIS attendance line: 01452 427274 • Schools are also able to contact their linked Inclusion Officer* <p><i>*Any schools who are part of the Navigation Hub (Nav Hub) pilot and want to discuss attendance of an individual child, please make a referral to the Nav Hub.</i></p>
Exclusions	<p>Advice and guidance</p> <p>Legal exclusion aspects</p> <p>APS 6th day provision</p> <p>Risk of exclusion for individual CYP without EHCP and not in care</p>	<p>Please visit the following pages in the first instance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What to do if your child is excluded from school? Gloucestershire County Council <input type="checkbox"/> Exclusions - Schoolsnet (gloucestershire.gov.uk) <p>If your query has not been answered on these pages, please contact us via the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email schoolexclusions@gloucestershire.gov.uk <input type="checkbox"/> or phone the EIS exclusions line: 01452 427360 <input type="checkbox"/> Schools are also able to contact their linked Inclusion Officer* <p><i>*Any schools who are part of the Navigation Hub (Nav Hub) pilot and want to discuss the risk of exclusion of an individual child, please make a referral to the Nav Hub.</i></p>
EHE	<p>Advice and guidance</p> <p>Legal EHE aspects</p>	<p>Please visit the following pages in the first instance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Home education Gloucestershire County Council <input type="checkbox"/> Elective home education - Schoolsnet (gloucestershire.gov.uk) <p>If your query has not been answered on these pages, please contact us via the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If parents are considering educating their child at home and would like to discuss this, they can call GCC's Parent Advisers on 01452 426015 or email them on parentadvisers@gloucestershire.gov.uk. <input type="checkbox"/> Email ehe@gloucestershire.gov.uk, <input type="checkbox"/> or phone the EIS EHE line: 01452 427622

Aspect		Contact
Other child level inclusion aspects	Other inclusion aspects around individual CYP without an EHCP and not in care	<ul style="list-style-type: none"> <input type="checkbox"/> Email InclusionTeamed@gloucestershire.gov.uk <input type="checkbox"/> Schools are also able to contact their linked Inclusion Officer* <p><i>*Any schools who are part of the Navigation Hub (Nav Hub) pilot and want to discuss other inclusion aspects around an individual child, please make a referral to the Nav Hub.</i></p>
General Inclusion Aspects	General inclusion aspects (not around individual CYP) , including whole school aspects and approaches (all schools / APs, except for Special Schools)	<ul style="list-style-type: none"> • Email InclusionTeamed@gloucestershire.gov.uk <p>School senior leaders are also welcome to directly contact one of the Inclusion Leads as below:</p> <ul style="list-style-type: none"> • Cheltenham and Tewkesbury schools – Vikki Burt Victoria.burt@gloucestershire.gov.uk • Stroud and Cotswolds schools – Andrea Jordan Andrea.jordan@gloucestershire.gov.uk • Gloucester and Forest schools – Cilla James Cilla.james@gloucestershire.gov.uk • Alternative Provision, including third sector AP – Sian Edwards Sian.edwards@gloucestershire.gov.uk <p>Alternatively, you can contact your linked Inclusion Officer</p> <p>If you are unsure, you can also contact the service by emailing InclusionTeamed@gloucestershire.gov.uk, noting clearly the locality your school is in and the topic of your whole school query; these contacts will then be directed to the appropriate officers</p> <p>If there is an out of office bounce back from your contact to the Inclusion Lead or Inclusion Officer, please resend the email to InclusionTeamed@gloucestershire.gov.uk</p> <p>Special schools: please contact the EHCP Service</p>
CIEE (child employment and entertainment)	<p>Advice and guidance around rules, applications, inspections, and enforcement</p> <p>Reporting concerns</p>	<p>Please visit the following pages in the first instance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply for a child employment permit Gloucestershire County Council <input type="checkbox"/> Apply for a child performance licence Gloucestershire County Council <p>If your query has not been answered on these pages, please contact us via the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email childemp@gloucestershire.gov.uk <input type="checkbox"/> or phone the EIS CIEE line: 01452 427876

DfE Working Together to Improve School Attendance

- **Attendance is everyone's responsibility** – reinforces multi-agency collaboration
- **“Support first, enforcement last”** – early help, relational approaches, and unmet needs identification should lead practice
- **Stronger expectations on data use** – schools should analyse patterns for vulnerable cohorts weekly (SEND, social care involvement, FSM, EAL newly arrived pupils)
- **Escalation pathways must be clear and applied consistently** – school → inclusion/early help → LA statutory routes
- **Emphasis on trust building with families** – personalised outreach, not automated processes

