

Attendance Support Team

Support to Schools



**Attendance Support Team
School Performance & Development
Education and Corporate Parenting
Telford & Wrekin Council
Darby House
Lawn Central
Telford
TF3 4JA**

**(01952) 385220
attendancesupportteam@telford.gov.uk**

N.B. Prices quoted within apply April 2019



Telford & Wrekin
COUNCIL

Attendance Support Team Introduction

The Attendance Support Team has the delegated responsibility for ensuring that all children of school age are able to benefit from their education through attendance at school.

The Attendance Support Team (AST) are an established team within the Corporate Parenting & Inclusion Service Area. The Team work in partnership with schools across the Borough in developing strategies to improve school attendance and reduce persistent absence.

AST have responsibility for Children Missing Education, Child Employment, Modified Time-tables and all legal interventions based on a range of statutory requirements. These requirements place duties on the Local Authority, who are responsible by law for making sure parents fulfil their responsibility of ensuring that their child receives an education either by regular attendance at school or otherwise.

Children and young people who do not attend school regularly are at risk from a whole range of factors that may lead to poor outcomes, including low attainment and social exclusion. The link between irregular/non school attendance and poor academic achievement and limited or impoverished life outcomes has been well established.

It is essential that all of the children and young people registered for education at school attend regularly and on time and that they access all of the opportunities that education offers. This will lead to improved outcomes for individuals and will contribute to the Council's overall strategy for making Telford & Wrekin a better place in which to live and work.

Causes of non school attendance are varied and may include factors outside school; disaffection, low self esteem, poor parenting, poverty, stress and bereavement. However, school based factors may be the cause of absence, which may include a breakdown of relationship with the school, the curriculum, peer groups as well as illness and truancy.

Children who are being looked after by the Local Authority are particularly at risk of missing out on educational opportunities due to their changing circumstances. Children in Care (CIC) face additional difficulties in that their home life has become disrupted and they may be faced either with a long journey to school or have to cope with changing schools. AST aim to liaise with schools, colleagues and other professionals to ensure that all CIC pupils can access the education to which they are entitled.

Schools/Academies in the Borough may wish to appoint their own Welfare/Attendance officers and the AST can provide a specialist package of support. Our full range of chargeable services is outlined within this pack. AST look forward to the opportunity of enhancing our collaborative working with schools across the Borough by providing a range of traded options.

Attendance Support Team Offers:

Schools/Academies are invited to purchase support packages from the Attendance Support Team.

AST offers a variety of packages to support school/academy systems and processes to manage school attendance and reduce persistent absence:

There are three offers available:

- **Offer 1 – Traded Education Welfare Officer**
- **Offer 2 – Comprehensive Menu of Training**

Why choose us?

We provide:

- Extensive, expert knowledge of all related school attendance legislation and statutory guidance to underpin any advice offered to schools. The team interpret this legislation and can provide concise summary reports.
- Vast experience of dealing with a variety of cases when the presenting concern is a child not attending school regularly. This is often a symptom of underlying complex issues.
- Guidance on the appropriate interventions for individuals or their families and support on the referral route to ensure the support is accessed.
- Guidance and support on action planning and preparing data for inspections.
- Training and workshops so that schools can access all legal interventions to encourage the highest level of school attendance achievable and the most appropriate strategies for reducing persistent absence.

What we think:

It is essential that all of the children and young people registered for education at school, attend regularly and on time and that they access all of the opportunities that education offers.

Children and young people who do not attend school regularly are at risk from a whole range of factors that may lead to poor outcomes, including low attainment and social exclusion.

Children and young people in Telford and Wrekin come from diverse backgrounds and a range of life experiences. Most attend school regularly and on time, and leave school well equipped for further education and employment, able to contribute significantly to society



What we offer:



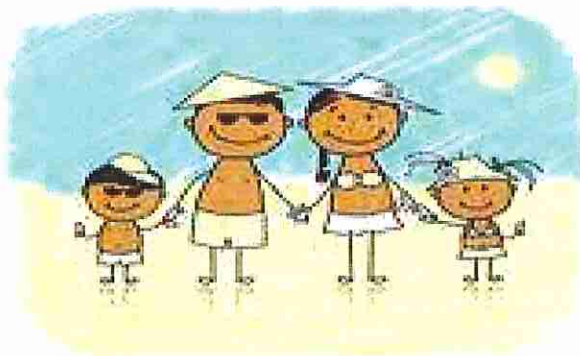
The Attendance Support Team works with schools/academies to improve attendance and reduce persistent absence.

In addition, the Local Authority has delegated responsibility to the team to manage all legal interventions relating to school attendance which includes issuing Penalty Notices relating to school absence.

The team collects data as required by the DfE for children who are not accessing full time education, who are 'children out of school', or subject to a modified timetable and also have responsibility for tracking children missing education.

The team can also provide sample or bespoke policies and related documentation to schools relating to attendance/absence including 'leave in term time' policies.

Other policies and advice relate to Children Not Receiving Education (CNRE) / Children Missing Education (CME), Children Out of School (COOS) and children who are subject to a Modified Timetable (MTT)



Attendance Support Team Traded Offer:

• Education Welfare Officer

The cost detailed below is for Telford & Wrekin schools
(this time would include the EWOs preparation/administration time):

Total cost to schools for Full Year Package	=	Education Welfare Officer (full day service)	=	Number of Days Minimum Requirement
£8,200 (1 day per week)		£210.25		39 Days

For Schools outside Telford & Wrekin please e-mail for a quote.

Please note:

- Schools/Academies who already work together in partnership or individual Schools/Academies may wish to discuss a bespoke service when purchasing an Education Welfare Officer's support. To discuss this further, please contact the team.
- Half day sessions may be available depending on demand; any proposals will need further discussion but all support options can be explored.
- Use of a mobile phone and travel expenses are included within the costs detailed above.

AST Traded Offer: Education Welfare Officer

The Attendance Support Team (AST) are an established team within the School Performance & Development, Education & Corporate Parenting service area. The Team work in partnership with schools across the Borough.

An Education Welfare Officer will support school staff in developing and managing strategies to improve overall school attendance and reduce persistent absence. They will also assist in the development of appropriate policies and action plans and support school staff in preparing for inspections.

An AST traded Education Welfare Officer will: (depending on available time)

- Visit schools as required on a regular basis to undertake register reviews.
- Identify pupils with unacceptable levels of attendance and agree action with the school.
- Advise and support school staff on appropriate use of registration coding.
- Meet with school staff who have delegated attendance responsibilities to review policy and procedures.
- Contribute and advise on appropriate strategic interventions.
- Discuss with school staff appropriate interventions for individual cases.
- Visit the homes of children with attendance and welfare problems and work with them and their families to address the presenting problem. Provide a record of visit.
- To adhere to the Lone Working Policy when undertaking home visits to families.
- To contribute to and evaluate school attendance action plans.
- To participate in delivering training to school staff in respect of managing school attendance.
- To support strategies to address specific areas impacting on school attendance, e.g. leave/holidays in term time.
- To undertake case work in respect of children with poor attendance.
- To undertake Common Assessment Framework (CAF) where poor school attendance is the primary concern.
- To facilitate and contribute to Team Around the Child (TAC) Meetings where appropriate.
- To use a range of statutory interventions to address the absence of individual children.
- Advise on any legal work required to administer enforcement responsibilities.
- To contribute to safeguarding procedures in respect of children with attendance concerns.
- To attend Child Protection Conferences and Core Groups as required.
- To signpost for advice on the statutory responsibilities of Child Employment and Children Missing Education.
- To communicate any concerns regarding pupils to (and liaise with) Family Connect.
- To network, liaise and signpost to other agencies as required.
- To attend and participate in any relevant training.
- Take responsibility for recording case notes and other relevant administrative duties.

And will also support team members in identifying and monitoring processes to manage children missing school who may be subject to Child Missing Education (CME), Children Not Receiving Education (CNRE) or Children Out Of School (COOS) categories.

Attendance Support Team Training Offer:

AST Training Menu for Schools and Academies

Training/ Workshop Title	Duration	Cost
Guidance for Referrals & Legal Interventions (AKA 'Red Book Training')	Full Day	Free
Facilitating an Attendance Concern Meeting or an Attendance Panel	2 Hours	£90.00
Preparing a non-school attendance case for Magistrates Court	2 Hours	£90.00
Running a 'Spotlight on Attendance' Campaign	2 Hours	£90.00
Referring and Preparing for an Interview Under Caution (IUC)	2 Hours	£90.00
School Attendance and the Law	2 Hours	£90.00

AST Training Course Booking Information

Course bookings and confirmations are administered either through the CPD team or the:

Attendance Support Team
School Performance & Development
Education and Corporate Parenting
Telford & Wrekin Council
Darby House
Lawn Central
Telford
TF3 4JA

- Tel: 01952 (3)85220
- **Email** to attendancesupportteam@telford.gov.uk

To book a place on a course please contact the team on the contact details above and a booking form will be forwarded to you.

After submitting a booking form you should expect to receive the following via email:

- Confirmation of booking/s, including notification of any courses oversubscribed and/or unavailable.
- Joining instructions will be sent to the delegate/s.

If you do not receive either of the above, you should contact the Attendance Support Team on 01952 (3)85220.

Repeat courses and new courses will be advertised during the year. Information will be sent to schools via email.

Cancellation policy

In the event that a course has to be cancelled, we will endeavour to give a minimum of 10 working days notice of cancellation.

In the event that a course is cancelled within 24 hours of the course start time, we will refund any supply costs incurred. Any claims must be made in writing and must be accompanied by documentary evidence.

All cancellations of course bookings by the delegate must be made in writing. This may be in the form of an e-mail or fax; a phone call will not be accepted as notification of cancellation. All bookings will remain on our system until written confirmation of cancellation is received.

A charge may be incurred if a delegate place is cancelled within 5 working days of the course date. The full course fee will be charged for any delegate/s who do not attend a course for which a place has been booked and written cancellation has not been received.

All delegates will be required to sign the course register on arrival. We reserve the right to prevent delegates from taking part in a course for which they have not booked a place.

Request Form to Purchase a Support Package

Please complete all empty white boxes ()*

School/Academy Name	*
Nominated Attendance Persons (NAP) name	*
School/Academy Address	*
Tel Number	*
Fax Number	*
Email Address	*

This school/academy commits to purchase:

<i>Note: Please select the package you require</i>	Please tick relevant box
Offer 1 – Education Welfare Officer	*
Offer 2 – Select from Training Menu	*
Headteacher Name	*
Signature	*
Dated	*

Please return via scanned e-mail or by post:

E-mail: attendancesupportteam@telford.gov.uk

Attendance Support Team, School Performance & Development,
Education and Corporate Parenting,
Telford & Wrekin Council,
Darby House,
Lawn Central,
Telford TF3 4JA
TEL: 01952 385220



**Attendance Support Team
School Performance & Development
Education and Corporate Parenting
Telford & Wrekin Council
Darby House
Lawn Central
Telford
TF3 4JA**

**(01952) 385220
attendancesupportteam@telford.gov.uk**

