



SCHOOL ATTENDANCE – It's EVERYONES responsibility

The Young Person



- To go to school
- To arrive on time
- To register attendance AM and PM
- Engage in learning
- To tell an adult you trust if there is something that is not going well for you.

The Parent



- To encourage and check student goes to school
- To maintain contact with school about attendance
- To seek advice & support (including medical) if student is not attending school without delay

School Attendance Officer



- To identify and monitor those vulnerable pupils with poor attendance
- To offer support to improve attendance including the offer of an EHA
- to ensure professionals involved are made aware of daily / weekly attendance
- liaise staff and support services working with pupil

The Class Teacher



- To know my vulnerable students and check they are attending each day
- To report non-attendance to Pastoral Team and to work with them to facilitate improvements

The DSL / SLT



- To update key staff with changes to vulnerable pupil list and information of those supporting each pupil
- ensure all those professionals involved are invited to CIN/TAF meetings.

The Social Worker/Early Help Practitioner



- to know the attendance of children you are working with
- to follow up with parent / child non-attendance and how it can improve
- to seek support from Education Welfare

Bedford Borough Education Welfare Service



- to support Schools/Parents/Social Workers/Early Help Practitioners to improve school attendance
- to review and identify strategies to improve attendance
- to ensure LA statutory duties regarding school attendance are followed



SCHOOL ATTENDANCE – It’s EVERYONES responsibility

What is good attendance?

0 days off school 100% Perfection

2 days off school 99% Excellent

8.5 days off school 95% Target for every child

19 days off school 90% Concerned (Persistent Absence)

27.5 days off school >85% Very concerning - EWS referral pathway

Things that help improve attendance

- Do not schedule medical appointments in term time (Hospital appointments are an exception)
- Do not take holidays in term time
- Make sure parents know when school holidays & Inset days are
- Encourage parents to only keep children off school if they would stay off work for the same illness and to send them when they are OK even if it is a Friday
- Encourage students and parents to talk with school about how to make school a better experience
- Include attendance in all plans and discussions with the family

If any of the following are considered or mentioned then the correct LA support team need to be consulted:

- New school place – parent needs to apply direct to Bedford Borough Admissions Team
- Managed Move – speak with School Inclusion Team
- Suspension or Permanent Exclusion – speak with School Inclusion Team
- Reduced / partial timetable – Speak to the School EWO these should be very short term and agreed by the parent and monitored regularly with LA informed
- Breakfast clubs / after school clubs – ask school
- Home Education – speak with the School Inclusion Team
- Medical Needs – seek the guidance of the School SENCO and School EWO

Why is attendance so poor?

- Ask school for a registration certificate
- Look at reasons for absences – authorised / unauthorised
- Look at patterns of attendance is it before or after a holiday, the same day(s)
- Are there missing marks?
- Is correct coding being used?

Who can help in school?

- Attendance Officer
- Head of Year in Secondary school or Deputy / Head teacher in primary schools
- Pastoral staff
- DSL
- Education Welfare Officer
- SENDCo for Special Education Needs

Who can help in LA?

- Education Welfare Service
- Early Help via EHA
- School Inclusion Service
- Education Psychologist
- CAMHS
- School Support Services
- SEND Team
- SENDIAS
- Virtual School

Parental / child engagement

- What are parents doing to get child to school?
- What are the challenges? Can school or Early Help assist with these?
- Are they attending meetings at school/TAF/CIN
- Is there good communication between parent and school?
- Has school spoken about support and their escalation processes– what they will do if things do not improve.
- What would good attendance look like for the child, the parent and the school?

Key messages

- Every school day counts
- Schools are safe spaces / protective factors
- They act as respite time for parents experiencing crisis
- Attendance often can be a problem early in a child’s school career the impact of this is immense
- Everyone involved with a pupil should encourage good attendance from nursery classes through to the end of statutory school age at the end of Year 11.