

Participation Team

Head Teachers Termly Spring Attendance update

9 March 2023



HILLINGDON
LONDON

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Participation Team

Rochelle Isaac-Simon, Participation Team Leader (Interim)

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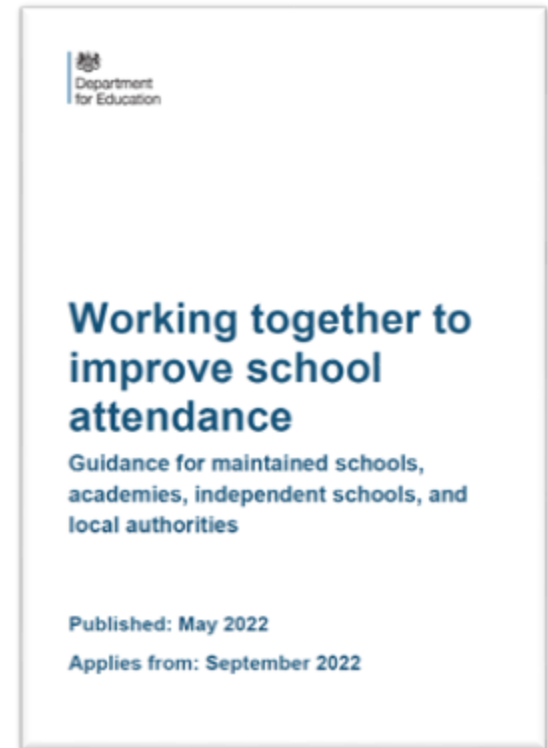
Objectives

- To develop an understanding of government guidelines regarding working together to improve school attendance
- To identify the responsibilities of the school in addressing attendance concerns and providing support to families to remove barriers to accessing education
- To understand the Local Authority's responsibilities in working with schools to address attendance concerns, consider and initiate a range of legal interventions
- To be aware of the changes in the Service Level Agreements and to the Participation Team.



Working together to improve school attendance

- Improving attendance is everyone's business
- Education is a legal requirement for all children of compulsory school age
- Expectations of schools



Support for all pupils

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand
- Develop and maintain a whole school culture that promotes the benefits of good attendance
- Accurately complete admission and attendance registers
- Have robust daily processes to follow up absence
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.



Support for pupils at risk of being persistently absent

- Proactively use data to identify pupils at risk of poor attendance
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance
- Where out of school barriers are identified, signpost and support access to any required services in the first instance
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.



Support for persistently absent pupils

- Additional targeted support in place to remove any barriers. Where necessary this includes working with partners
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention
- Where there are safeguarding concerns, intensify support through statutory children's social care
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.



Support for severely absent pupils

- Agree a joint approach for all severely absent pupils with the local authority



Support for cohorts of pupils with lower attendance than their peers

- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.



Support for pupils with medical conditions or SEND

- Maintain the same ambition for attendance and work with pupils and parents to maximise attendance
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals
- Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.



Support for pupils with a social worker

- Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register



Local authority support

- School Attendance Support Team working with all schools in the borough
- Each school to have a named contact in the Attendance Support Team
- Create networking opportunities to share effective practice
- Hold termly targeted support meetings with all schools
- Be part of multi-agency efforts with school and other partners
- Formal support including parenting contracts and education supervision orders
- Initiate legal action including penalty notices, parenting orders and prosecution



Local authority support

- Track local attendance data
- Ensure suitable education including alternative provision where health reason prevents access to education in school
- Monitor attendance of children with a social worker
- Personal Education Plans for looked-after children



Updates

- The Participation Team will be the Attendance Support Team from the start of the Summer Term- 17 April 2023
- SLA Core offer- Targeting support meetings, multi disciplinary support, legal intervention
- Children Missing Education will no longer sit with the Participation Team as of the Attendance Support Team from 4 April
- New forms on LEAP.



School attendance training sessions

Session 1: 19 April- An overview of the Attendance Support Team, function and targeted support meetings

Session 2: 26 April- Parent Contracts/Panel Agreements, Education Supervision Orders (ESO) to be attended and booked with session 3

Session 3: 3 May- Witness Statements, to be attended and booked with session 2

Session 4: 10 May- Holiday Penalty Notices (HPN)

Session 5: 17 May- Children Missing Education (CME) & School Attendance Orders (SAO)

Please sign up [here](#)



If you have any questions, please email:

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