

# SERVICE SPECIFICATION

## Attendance Advisory Service - Supervision Academic Year 2024 – 2025

### What we do

The Attendance Advisory Service works in partnership with schools to ensure that children and young people who are vulnerable access education and that all pupils attain their full potential.

Our Supervision service supports schools in implementing a consistent and effective practice that improves attendance and punctuality and reduce persistent absence of pupils.

The Attendance Advisory Service will provide a nominated AAS Manager/ supervisor who will:

- Visit the school at times appointed to discuss referrals and advise on attendance issues with the nominated school attendance officer.
- Meet with the school/academy' nominated member of staff, who has responsibility for dealing with attendance matters.
- Conduct annual statutory register audits.
- Advise the School Attendance Officer regarding the removal of pupils from the school roll, to ensure compliance with the 'Grounds for Deletion' under regulation 8 of the Education Regulations 2006 as amended (Education Act 1996), i.e. with missing pupils (CME)
- Advise the schools' Attendance Officer/Lead to use all resources available to improve school attendance i.e. School action requirements, Parenting Contracts, Penalty Notices, Statutory Intervention Consideration Meetings, referrals to Magistrates court.
- Review the effectiveness of targets set by school each term.
- Analyse school attendance data provided by School Attendance Officer.
- Provide supervision to the allocated School Attendance Officer.
- Chair statutory Intervention Consideration Meetings (within time allocation) at the school where all attempts to improve attendance have been unsuccessful.
- Offer guidance on DFE initiatives and legislation.
- Support and guide the School Attendance Officer in preparing reports for a Statutory Intervention Consideration Meeting and cases for presentation at court including witness statements and personal appearances in Magistrates Court.



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## Requirements

### Schools/Academies will:

- Have a fully trained nominated School Attendance Officer (cost of Training 2 days for an attendance officer £350).
- Keep up to date records on attendance, and make these available for supervision meetings, register audits and data analysis.
- Provide a suitable working environment for supervision meetings and Statutory Intervention Consideration Meetings.
- Evidence case work and communication with Parent- carers of any attendance concerns.
- Complete preparation work prior to the meeting with the AAS Manager/Appointed Supervisor, to demonstrate improve school attendance i.e., Parenting Contracts, Penalty Notices, Statutory Intervention Consideration Meetings, referrals to Magistrates court.
- Analyse attendance data on a regular basis.
- Will work within the boroughs Penalty Notice guidelines and timescales for issuing PN's and court section 9 statements.
- Follow Attendance, Safeguarding and CME procedures, complying with statutory guidance 'Working Together to Improve School Attendance', 'Keeping Children Safe in Education', 'Working Together to Safeguard Children' and 'Children Missing Education Statutory Guidance September 2016'.
- The School Attendance Officer/Lead will attend Magistrates Court as a witness in cases referred to trial.

## Contact Details

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