



# Ysgol Penmaes

### **Attendance Policy**

### **Policy Review**

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date	
Headteacher: Angharad Bryn-Jones	CAB	8.2.23	
Chair of Governors: Clancy Brett	Chafot.	8.2.23	
Next review date: February 2024			

**Our Mission Statement is:** 

Successful Healthy Individuals Nurturing Excellence (SHINE)

#### **Our Vision is simple:**

'At Ysgol Penmaes we continually strive to do more than just educate, it is our aim to offer every pupil the opportunity to achieve their full potential in a safe, secure and enriching environment. It is our intention to offer a curriculum that promotes ambitious, capable and informed learners at a developmentally appropriate level. Penmaes places a strong focus on the well-being of all, facilitated through highly effective communication processes. Learning is delivered in a way that facilitates an immersive multi-sensory curriculum that is fun and provides real life authentic experiences which help to build resilience; positively impacting development, whilst ensuring the promotion of collaboration and independence. We as a special school ensure a common language for learning along with celebrating and embracing Cynefin/place whilst planning, teaching and learning ensures a broad, balanced and creative curriculum promoting the 4 purposes of the Curriculum for Wales and encouraging learners to be the best they can be.'

#### Our School Values are important to us:

- Respect
- Friendship
- Tolerance
- Resilience
- Trust
- Empathy
- Kindness
- Responsibility
- Forgiveness
- Honesty

This policy should be read in conjunction with Powys Improving Attendance Policy:

https://docs.google.com/document/d/1XUi03ip5I4X37FSQtZEic3CuHYyR-QeD/edit

The designated senior leader with the responsibility for the strategic approach for attendance at Ysgol Penmaes is:

**Angharad Bryn-Jones- Headteacher** 

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For a learner to achieve their full potential a high level of school attendance is essential. At Ysgol Penmaes we will consistently work towards a goal of 95% attendance for all learners. Every opportunity will be used to convey to learners and their parents/carers the importance of regular and punctual attendance. This said Ysgol Penmaes recognises the very complex health care needs of the learners at the school and attendance for these is looked at on an individual basis.

School attendance, including that in special schools, is subject to education law and guidance and our policy is written to reflect this legislation and guidance developed by the Welsh Government and Powys County Council.

The legislation makes provision for a school day which is divided into 2 sessions with a lunch break in the middle and to be available at least 190 days in any school year. Session 1 commences at 9:00am and session 2 at 1.15pm. It is at these times that the register is completed. The school reviews its systems for improving attendance on an annual basis to ensure that it is achieving its set goals and targets as identified by the Education Welfare Service, Governors and the Local Authority.

#### **National Context**

Attendance is key to whole school improvement and has a direct influence on a learners' learning, progress and well-being.

The Welsh Government Guidance document, *Inclusion and Pupil Support* 2016, provides advice and guidance and sets out responsibilities for maintaining high levels of attendance, positive behaviour and well-being of all learners.

The All Wales Attendance Framework provides a toolkit on practice standards and guidance for Education Welfare Service practitioners. This key document aims to ensure greater consistency of practice throughout Wales and the toolkit usefully includes a section for schools that contains examples of strategies that can be employed to improve school attendance and manage lateness.

The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and as a registered pupil at school means attending school regularly and on time.

**Compulsory school age** means that children and young people should attend school from the start of the first term commencing after their fifth birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their 16th birthday.

If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under section 444 Education Act 1996.

An offence is not committed if it can be demonstrated that:

- the pupil was absent with leave (authorised absence);
- the pupil was ill or prevented from attending by an unavoidable cause;
- the absence occurred on a day set aside for religious observance by the religious body to which the pupil/ parent belongs;
- The school is not within the prescribed walking distance of the child's home and suitable transport arrangements have not been made by the LA. The law relating to walking distance effectively is defined as two miles for learners under eight and three miles for all other learners. Distance will be measured by nearest available walking route;

Only the registered school of the child can authorise an absence.

This policy will outline the attendance procedures Ysgol Penmaes will follow towards meeting its attendance targets

#### **Local Context**

Powys County Council is committed to supporting positive school attendance by developing and implementing policies and guidance documents aimed at improving levels of attendance and well-being for schools; providers of EOTAS, learners, parents and carers, in order to improve learning, progress and well-being for all learners.

All schools in Powys are served by a small team of Education Welfare Officers, who provide a link between the schools, education services, families, children, and young people. The early intervention and support provided by an EWO includes improving whole school attendance, regular attendance meetings with school links, supporting individual learners / families, and acting on behalf of the Local Authorities legal responsibilities. The EWS service follows the attendance pathway and offers advice, guidance, support and signposting to other services, working closely with health services, careers, youth inclusion, police, and social services; with a focus on early intervention and support.

#### **Promoting Good Attendance**

The foundation for good attendance is a strong partnership between school, parents/carers and learners. At Ysgol Penmaes we are very fortunate that parents/carers work closely with us so that when their child is well and able then they attend school. However, we recognise that there are a number of learners with highly complex health care needs which often results in them having prolonged stays in hospital; this obviously significantly impacts their attendance and upon our whole school figures/targets.

Where appropriate, we will ensure that our learners and their parents/carers are made aware of the importance of good attendance and how this will benefit them; we will follow the Powys Attendance pathway and attendance policy in order to intervene and try and improve attendance of identified learners in collaboration with the Education Welfare Service (EWS). The Powys EWS will support Ysgol Penmaes to develop and maintain a whole school culture that promotes the benefits of high attendance including:

- Recognising the importance of good attendance
- Recognising the interplay between attendance and wider school improvement efforts
- Recognising improving attendance is a school leadership issue
- Ensuring all staff know the importance of good attendance
- Ensuring attendance support and improvement is appropriately resourced
- Setting high expectations for the attendance and punctuality of all learners and communicate these regularly to learners and parents through all available channels
- Demonstrating the benefits of good attendance throughout school life
- Recognising that irregular attendance is never 'solved' and is a continuous process
- Recognising children missing education can act as a vital warning sign to a range of safeguarding issues

#### Reporting an Absence

Parents or carers have a duty to inform the school office on the first day of absence and to maintain contact throughout the period of absence. If the school office is not contacted on the first day of absence then a phone call will be made to parents/carers. A phone call will also be made on day 3 of any absence unless parents or carers make contact with the school. If parents or carers fail to contact school and the school is unable to communicate with parents or carers then an unauthorised mark will be given.

If a learner is experiencing difficulties in attending school then this needs to be communicated so early intervention can take place via appropriate meetings.

#### Leave of Absence/holidays during Term Time

Leave of absence during term time will be discouraged. However governors recognise that for many of our learners taking holiday out of term time, including taking holidays when respite support is available places far less stress upon learners and their family. Holiday and leave of absence requests will be looked at on an individual basis. Where one holiday or leave of absence has been authorised it may be that any further requests are declined. Parents and carers are reminded that they do not have the automatic right to withdraw their child/ren from school for an annual holiday. Parents/carers must apply 28 days in advance for permission for their child to

have leave of absence. The Headteacher may agree to an extended leave of absence in exceptional circumstances and in agreement with the governing body.

Examples of exceptional circumstances may include:

- Learner health care needs
- Learner respite care arrangements
- Family returning to country of origin
- Parent returning from active tour of duty

When making judgements about extended absence for learners from minority ethnic families, Ysgol Penmaes will ensure that a full account has been taken, not only of the Statutory Regulations and Welsh Government guidance, but also of the situation of the minority ethnic families in general and the particular circumstances relating to each individual case. It is important that we demonstrate an understanding of parents' perspective, even though we may not be able to comply with a request for the absence.

#### **School Procedures and Responsibilities**

Any pupil who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence.

Ysgol Penmaes adheres to the attendance pathway and liaises with the EWO regularly. The Headteacher ensures that all members of the governing body are updated with attendance figures and this is highlighted in the Headteachers termly report to governors.

Parents or carers are reminded via letter at the start of every term about the importance of good attendance at school.

## The coding for absences as provided in guidance by Welsh Government and Powys County Council:

**Registration Codes** 

/	Present (AM)	
\	Present (PM)	
В	Off Site Education	
С	Other Authorised Circumstances	
D	Dual Registered i.e Present at another school or PRU	

E	Excluded (No alternative provision made)	
G	Family holiday (Not agreed)	
I	Illness	
J	Interview	
L	Late (Before the registers closed)	
М	Medical / Dental Appointment	
N	No reason yet provided for absence	
0	Unauthorised Absence (Not covered by other code)	
Р	Approved Sporting Activity	
R	Religious Observance	
S	Study Leave	
Т	Traveller Absence	
U	Late (after registers closed)	
V	Educational Visit or Trip	
W	Work experience	
Y	Partial or Enforced closure	
X	Non-compulsory school age absence	
#	School closed to all learners	
Z	learners not on roll yet	

#### Lateness

Most of our learners arrive by LA arranged transport, inevitably there may be delays which may cause learners to arrive in school late.

Morning registration will take place at 9:00am. The registers will remain open for a maximum of 30 minutes, in accordance with Welsh Government guidance. Any learner arriving after this time will be marked as having an unauthorised absence (U) unless there is an acceptable explanation e.g. school transport being delayed. In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authroised absence code will be entered.

Learners arriving after the start of the school day but before the end of the registration period will be coded as late (L). Afternoon registration is at 1.15pm and any learner arriving after this time will be marked as having an unauthorised absence (U) unless there is an acceptable explanation. Learners arriving after the start of the afternoon session will be coded as late (L). Ysgol Penmaes recognises that it is a legal offence not to maintain accurate registers.

Parents and carers are reminded that the LA may issue a Fixed Penalty Notice (FPN) for persistent lateness after the close of the register or for repeated unauthorised absence.

Ysgol Penmaes ensures that all staff are aware of registration procedures, registration regulations and education law relating to school attendance.

The school has a safeguarding duty, under section 175 Education Act 2002, to investigate any unexplained absences.

#### Whole school incentives and strategies

Ysgol Penmaes awards termly attendance certificates for learners who have met the school target of 95%. Consideration is given to learners with complex medical needs and where they don't meet the attendance target set for the school due to absence from illness individual attendance targets are set for them to ensure they are included.

The school is currently looking at attendance awards to recognise learner achievements e.g. a token economy online shop for learners who meet the school target or their individually set targets.

The EWS works in collaboration with the school and awards certificates for attendance that meets the outlined target.

The Headteacher endeavours to instill a staff mindset of high expectations around attendance by:

- Establishing a senior leadership team presence around school to support attendance
- Making good attendance everyone's responsibility
- Working closely with parents and carers
- Involving the local community
- Giving learners a purpose to be in school each day
- Offering learners the tools to come to school
- Providing secure conditions for learning
- Using a meaningful and engaging curriculum
- Anticipating family patterns
- Including clear stages of action in the attendance policy.

Ysgol Penmaes recognises that some learners find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with learners and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The school strives to support any learners back into school following lengthy or unavoidable periods of absence. Where required the school in collaboration with the LA implement Pastoral Support Plans which are reviewed regularly.

Ysgol Penmaes supports the EWS with audits when requested and ensures that the statutory data is returned to the LA.

#### **Attendance Pathway**

In addressing patterns of poor attendance, schools are responsible for closely following the graduated and escalated response as duly outlined within the Powys 'Attendance Pathway' document. The key elements are noted below:

- Ysgol Penmaes to make contact with the home on the first morning of absence when no explanation is received
- Initial attendance concerns- letter 1 is sent out to parents or carers
- If no improvement, school to send out letter 2 (Ysgol Penmaes will also make contact on day 3 of absence)
- If no improvement, school to arrange AIM 1 (Attendance Improvement Meeting)
- If no improvement, school to arrange AIM 2

The designated EWO will support Ysgol Penmaes with their attendance and AIM's when able to do so. If attendance issues cannot be resolved by the school and where the pathway has been followed, then a referral will be made to Powys Education Welfare Service for further investigation- <a href="mailto:educationwelfare@powys.gov.uk">educationwelfare@powys.gov.uk</a>

#### **Education Welfare Service (EWS)**

The role of an Education Welfare Officer (EWO) is to address any issues or difficulties that might prevent regular attendance. They will explore the reasons behind school absence, offer information and guidance, undertake planned interventions, advise families about specialist support services and support referrals to appropriate services when required.

The EWS provides support to schools, learners, and parents to ensure regular attendance and address problems relating to absenteeism. EWO's identify barriers to accessing education and supporting strategies to encourage positive outcomes. If school attendance has not improved following EWO involvement, there is an expectation that legal action will be explored.

There is an expectation that all learners, regardless of their individual circumstances or needs, are able to secure their entitlement to high quality learning, teaching and support. Regular

attendance is therefore critical if all our learners are to be successful and benefit from the opportunities and support provided. Regular attendance and punctuality are essential to allow children to achieve their full potential during term time at school. Regular attendance also ensures that learners are safe and lessens the opportunities to become involved in truanting and associated anti-social activities.

EWS also facilitate a broad range of other services and interventions, including Operation Encompass (police alerts), Elective Home Education, work permits, additional learning needs access, advocacy, safeguarding and also provide a duty cover system 3 mornings a week (Monday, Wednesday and Friday 09:00-12.30) during term time, supported by a generic contact facility that provides a 48 hour response - educationwelfare@powys.gov.uk

EWS case work is managed via a referral system, with threshold criteria set below 85% - the LA's attendance pathway, FPN Code of Conduct & referral system are updated and shared each term by link EWO's, all of which are informed by up-to-date WAG guidance, research and are available via Hwb / SharePoint links.

EWS encourages collaborative working between schools, agencies and learners to support best outcomes. Agencies and support available include: School Nurse, Youth Intervention Services, Powys Early Help, CAMHS, Pupil Centered Support Meetings, Pastoral Support Plans (PSP's) Support Workers and Youth Justice Workers

#### **Parent/Carer Responsibilities**

Parents/Carers are responsible in law for ensuring that their child / children attend the school at which they are registered, regularly, on time, properly dressed and in a fit condition to learn (parents are also responsible for ensuring that their children stay at school once they have registered).

Parents can do a great deal to support the regular and punctual attendance of their children, including:

- take an active interest in their child's school life and work;
- attend parents' evenings and other school events, if possible;
- ensure that their child goes to bed at an appropriate time;
- be aware of letters from school which their child brings home or alternative communications from the school;
- ensure that their child arrives at school on time each day;
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- always notify the school as soon as possible on the first morning of any absence;
- confirm this in writing when the child returns to school;

- avoid booking family holidays during term-time;
- talk to the school if they are concerned that their child may be reluctant to attend
- make all medical and dental appointments outside of school hours wherever possible.

If a child misses' school without an explanation from the parents / carer, or if the school is not satisfied with the explanation, the absence will be recorded as 'unauthorised', that is, truancy.

Although parents / carers may provide a reason for the absence, it is the school that decides whether the absence is recorded as authorised or unauthorised.

If parents / carers think there may be a reason why their child does not want to go to school, they should speak to their child's class teacher for help and support in the first instance.

ATTENDANCE %	LEARNING OPPORTUNITIES	OUTCOME
95-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85% attendance	At least 5 ½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

#### **Penalty Notices**

Regular and punctual attendance of learners at school and alternative provisions is both a legal requirement and essential for learners to maximise the educational opportunities available to them. In law, an offence occurs if a parent / carer fails to secure their child's regular attendance at school / alternative provision and that absence is not authorised by the school. The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education Act 1996 section 444 to include Penalty Charge Notices as one of the interventions to promote better school attendance.

#### If a learner has

- a minimum of 10 sessions (five school days) that have been lost due to unauthorised absences during the current term and this brings the overall pupil's attendance to below 90% in the school year (these absences do not have to be consecutive)
- unauthorised absences of at least 10 sessions (5 school days) due to holidays in term-time if
  the absences take a pupil's overall school attendance to below 90% in the school year to
  date (these absences do not have to be consecutive), or
- persistent late arrival at school i.e. after the register has closed at least 10 sessions of late arrival (U code) within a term; these do not need to be consecutive but should bring a pupil's overall school attendance to under 90% in the school year to date.
  - o A penalty notice is £60 if paid within 28 days of receipt of the notice;
  - o This rises to £120 if paid after 28 days but within 42 days of receipt;
  - o If the penalty is not paid in full by the end of the 42 days the local authority must either prosecute for the offence or withdraw the notice.

The prosecution proceedings will be for the offence of failing to secure the child's regular attendance at school and not for non-payment of the penalty fine. The prosecution will be brought under section 444 of the Education Act 1996. Withdrawal of the notice can only take place in limited circumstances as set out in the Code of Conduct.

Regular attendance and punctuality are essential to allow children to achieve their full potential during term time at school. Regular attendance also ensures that children are safe and lessens the opportunities to become involved in truanting and associated anti-social activities.

For further information on Penalty Charge Notices please refer to the Code of Conduct which can be found on:

http://www.powys.gov.uk/en/schools-students/school-attendance-welfare/

#### http://www.powys.gov.uk/cy/ysgolion-a-myfyrwyr/school-attendance-welfare/

It is important to note that if there are no valid reasons for non - attendance then there are a range of legal measures that may be implemented by the LA; these can include the issue of FPN's, Education Prosecutions, Education Supervision Orders and School Attendance orders.

The Local Authority can apply for an Education Supervision Order under section 36 Children's Act 1989 if it believes a child of compulsory school age is not being properly educated. This can include irregular attendance at school.

#### Registration

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non- attendance. It will also be used for end of term reports, records of achievement and reference requests, and information for other schools, LAs and external agencies. No learner should be marked present unless actually in attendance at school or other agreed educational activity. The register should not have missing marks. When a pupil arrives late but the register is still open, the learners should be marked as late but counted as present for the session. When a pupil misses registration, they should be marked as an unauthorised absence, unless a medical letter/ phone call by parent is received and deemed to be genuine. learners should not have access to the register. The headteacher is the only person who can authorise that a pupil be added or removed from the register; this can only be done with the agreement of the LA.

#### **Data Analysis**

The school and Local Authority should regularly analyse attendance and absence data to identify learners or cohorts that require support with their attendance, and put effective strategies in place.

The key to this is regular data analysis to both identify and provide immediate additional support to learners or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them.

#### This can include:

- The monitoring and analysis of weekly attendance patterns and trends and deliver intervention and support.
- Looking further into patterns of attendance within a session to ensure all learners are attending all timetabled lessons.
- Using this analysis to provide regular attendance reports to class teachers or tutors.
- Identifying the learners who need support and focus staff efforts on developing targeted actions for those learners.
- Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
- Benchmarking attendance data.
- Devising specific strategies to address areas of poor attendance identified through data.
- Monitor the data to evaluate the impact of the whole school and bespoke attendance efforts.
- Provide data and reports to support the work of the governing body.

#### **Useful information:**

- Education Welfare Service <a href="mailto:educationwelfare@powys.gov.uk">educationwelfare@powys.gov.uk</a>
- School admissions <u>admissions@powys.gov.uk</u>
- Schools and education service <a href="mailto:education@powys.gov.uk">education@powys.gov.uk</a>
- Family Information Service https://en.powys.gov.uk/article/1988/Family-Information-Service
- EHE team ehe@powys.gov.uk
- Safeguarding <u>safeguarding.education@powys.gov.uk</u>
- Free School meals https://en.powys.gov.uk/article/11906/Free-school-meals
- School Uniform Grant- <a href="https://en.powys.gov.uk/article/11907/School-clothing-grants">https://en.powys.gov.uk/article/11907/School-clothing-grants</a>

- All Wales attendance framework https://gov.wales/all-wales-attendance-framework
- Inclusion and pupil support 2016 https://gov.wales/sites/default/files/publications/2018-05/guidance-inclusion-and-pupil-support\_0.pdf
- Guidance on school attendance codes <a href="https://gov.wales/sites/default/files/publications/2018-03/guidance-on-school-attendance-codes.pdf">https://gov.wales/sites/default/files/publications/2018-03/guidance-on-school-attendance-codes.pdf</a>
- Powys Attendance Pathway ADD LINK HERE
- Powys Code of conduct <a href="http://www.powys.gov.uk/en/schools-students/school-attendance-welfare/">http://www.powys.gov.uk/en/schools-students/school-attendance-welfare/</a>

Appendix 1.

Service / operational level agreement

#### Powys Local Authority

Operational Level Agreement between School and Powys County Council Education Welfare Service.

The School Service works in partnership with our Powys schools to monitor and address a wide range of attendance issues. The following document outlines our commitment to support schools as an Education Welfare Service in addition to outlining school responsibilities within this process. There will also be links provided to key attendance documents which frames the work undertaken, to ensure that young people and children in Powys benefit from regular school attendance.

The purpose of an operational Level Agreement is to set out a clear agreement between the school and the local authority Education Welfare Service on the actions to be taken by the school and the EWS.

This agreement is valid from September 2022 until July 2023 and will be reviewed when required.

School attendance target for this year: 95%

#### School Responsibilities

To regularly review and monitor pupil attendance.

To be able to identify promptly any emerging patterns of poor school attendance.

Take registers twice daily at the designated times for the morning and afternoon sessions

To implement a 'First day contact' procedure, to ensure prompt communication is made with home as a result of any absence (safeguarding responsibility)

To ensure that the guidance with respect to the recording of 'Attendance Codes' is adhered to and that all entries are appropriate and accurate.

In addressing patterns of poor attendance, schools are responsible for closely following the graduated and escalated response as duly outlined within the Powys 'Attendance Pathway' document. The key elements are noted below:

- Schools to make contact with home on the first morning of absence (when no explanation received).
- Initial attendance concerns, school to send out Letter 1.
- If no improvement, school to send out Letter 2.
- If no improvement, school to arrange AIM 1 (Attendance Improvement Meeting).
- If no improvement, school to arrange AIM 2.

\*\* EWO's will support the school with their attendance at AIM's when able to do so.

If the attendance concerns have not improved despite the school having implemented all the key steps contained within the 'Attendance Pathway' document, then a referral needs to be made to the Education Welfare Service (EWS) – educationwelfare@powys.gov.uk.

#### **EWS** Responsibilities

The EWS Team will undertake contact with all Powys Primary Schools, Special Schools and Pupil Referral Units (PRU's) every 4 weeks to review attendance concerns (minimum commitment).

The EWS Team will review attendance concerns within our Secondary Schools on a fortnightly basis.

EWS will focus on learners with an attendance of below 85%.

EWS will record and take all school referrals sent to our Powys 'Legal Panels' for further advice and guidance.

All cases referred will be managed by the EWS until the attendance improves.

All schools will receive a termly report (learners below 85%) from the EWS in relation to attendance matters.

All schools will receive a report/audit in relation to school attendance matters.

Take any appropriate legal action (Fixed Penalty Notice (FPN), Court Prosecution, School Attendance Order or Education Supervision Order). Actions will be guided by legal advice received.

EWS to support schools by recording, tracking and following up on all learners who meet the threshold of 'Children Missing Education' (CME).

EWS to advise and assist schools with all matters in relation to Elective Home Education (EHE). Schools provided with a Powys EHE template to complete and return to the Local Authority, before removing the pupil from the official school roll. All such cases will then be logged, followed up

EWS to process and issue learners with 'Work Permits' and 'Performance Licences' in accordance with the present guidelines.

Offer support to schools when available with respect to attendance at school AIM 1 & AIM 2.

Identify and target learners with a deteriorating pattern of school attendance.

Offer support to schools with respect to implementing whole school attendance strategies.

Offer advice and support with respect to any identified safeguarding concerns.

Attend and participate when available, termly EIP meetings.

Support schools by attending catchment area meetings to discuss & address any locally identified issues or patterns of concern.

Support schools as appropriate in terms of undertaking home visits.

Attend Multi-agency meetings (MAT) when available.

Provide advice and guidance with respect to patterns of poor punctuality.

Identify and target vulnerable groups needing support (learners on FSM, EAL, Young Carers, CLA learners etc).