



Quick Guide to Attendance Service

What do we do?

The Attendance Service has responsibility for:

- Promoting good attendance by reducing absence, including persistent absence;
- Enforcement of school attendance (S444 Education Act 1996);
- Administration of Penalty Notices;
- Children missing from education (section 436A of the Education Act 1996)
- Child performance, child employment and chaperone licensing. (Children (Performances and Activities) (England) Regulations 2014 / Children and Young Persons Acts 1933 and 1963).

What are the aims of the Service?

- To provide LA statutory duties in respect of irregular school attendance and child employment;
- To work in partnership with pupils, parents, schools and other agencies to maximise the school attendance of children and young people.
- To identify the barriers and encourage good attendance and punctuality to increase participation.
- To assist schools develop mechanisms for monitoring and reviewing attendance.
- To engage in efficient and effective partnerships in the best interests of the child or young person.
- To operate within agreed criteria for referrals from schools and others and to respond appropriately.
- To ensure children in entertainment and employment are compliant with education and employment law designed to protect their education entitlement;

What will the Access Team provide?

- A person-centred approach to the identification and management of poor attendance
- A clear and well communicated graduated response built on early intervention: so that children and families get the help they need when they need it regardless of which setting they attend
- A multi-agency approach: so that children and families get help from the right person or service at the right time and that attendance isn't just seen as an issue for schools
- A traded offer for schools that provides support schools with attendance management and delivery of school level responsibilities;
- Communication and advice by regularly bringing schools together to communicate messages, provide advice and share best practice between schools and trusts within the area;
- Termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions;
- Legal intervention where voluntary support has not been successful or engaged with.

For more information please contact:

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