



September 2023

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# Attendance E-Briefing

FAO Headteachers, Governors, Designated Attendance Leads and key professionals

## In this briefing:

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- Update on "Working together guidance"
- EWS updates- New from September 2023
- KCSIE- updates
- Key actions for the start of autumn term
- 2023-24 training programme
- Template attendance policies 2023/24
- DfE actions for attendance
- City and national tracking data 2022/23 (unvalidated)
- School profiles
- Section 19 updates
- Alternative Education Providers 7-minute briefing LCSP
- Changes to Ofsted Inspection handbook- attendance
- EBSA (Emotionally based school avoidance)
- Holiday activities Fund (HAF)
- Educational neglect-LCSP
- Role of GP in supporting school attendance
- DfE guidance- mild illness and school attendance



## A message from the team

Thank you all for the wonderful work that you are doing in supporting children and families to improve levels of attendance across the city.


Schools have worked so hard to have robust process and procedures in place for September 2023.



## Working together to improve school attendance- May 2022

This guidance will NOT be statutory from September 2023.

DFE Guidance 6<sup>th</sup> May 2022



On 6 May 2022, the Department for Education released new non-statutory guidance "[Working together to improve school attendance](#)" to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance and improve consistency of support.

Did not become statutory but is the sole guidance.

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*This guidance will now NOT be statutory from September 2023.*

Simon Blake Deputy Director attendance division stated that

"It remains top of the legislative priorities for the Department and will be pursued at the next available opportunity. This means that schools and local authorities should continue with their implementation as it may become statutory at short notice. I want to reassure all colleagues that the continued delay is not a reflection of changed priorities or of a policy change so that you can continue as planned with implementation".

Schools should continue to work towards having all statutory elements in place as soon as possible.

This guidance has replaced all previous attendance guidance and should be the only guidance used.

## New for September 2023

There is now an Education Welfare helpline. This is available to all schools, multi agencies and parents and is available 9am -5pm weekdays. Contact the service on 0151 233-3916

There is also a central inbox for EWS [ewshelpline@si.liverpool.gov.uk](mailto:ewshelpline@si.liverpool.gov.uk) for general enquiries and for schools who do not have a single point of contact.

Your EWO should continue to be your professional point of contact for all coding questions if you have an SLA.



## Keeping Children Safe in Education 2023

### KCSIE- changes for September 2023

Changes related to attendance in KCSIE2023  
Changes in terminology:

'children missing from education' has been replaced with 'children who are absent from education for prolonged periods and/or repeated occasions'

This is important because it now includes children who are not securing regular attendance.

### Key actions for the start of half term one

- Share the data profile for 2022/23 with all stakeholders
- Restate whole school/staff expectations
- Action plan for groups, cohorts or individuals to prevent future absence
- Ensure there is clarity in all roles and responsibilities-whole school approach to be strengthened.
- Do not start again. Prevent future absence. (SUPPORT-SUPPORT-CHALLENGE-EWS-LEGAL INTERVENTION)
- Act upon last year's PA data (Preventative meetings. What are the issues? How can we support you to improve your child's attendance this year?)
- Have a planning meeting with your Education Welfare Officer (EWO) if you have an SLA
- Amend/sign school Attendance management Plan (AMP) and return by email.
- Book staff new to an attendance role on training via SIL.
- Book an Attendance Review with [Carolyn.harkness@si.liverpool.gov.uk](mailto:Carolyn.harkness@si.liverpool.gov.uk)

### 2023-24 training programme

Our training programme for 2023-24 includes:

- Secondary Attendance Briefings (One per term) [Book on via SIL Face-to-face.](#)
  - Wednesday 15<sup>th</sup> November 2023
  - Wednesday 6<sup>th</sup> March 2024
  - Tuesday 18<sup>th</sup> June 2024
- Primary Attendance Briefings (Organised via network leads and held at network training venues. One per term)- Not bookable via SIL
  - Most networks have now confirmed their dates
- Governor training-Attendance (dates tbc)
- Improving School Attendance- new to role of Designated Attendance Lead, Attendance Officer and all staff new to attendance roles. Book on via SIL
  - 3<sup>rd</sup> October 1.30pm to 3.30pm
  - 11<sup>th</sup> October 1.30pm to 3.30pm
  - Delegates to attend BOTH sessions
- New Headteachers attendance training date
  - Wednesday 18<sup>th</sup> October am- on line
- New DHT/AHT attendance training
  - Wednesday 18<sup>th</sup> October pm- on line



Template policies – please ensure you are logged into the SIL website before downloading documents.

Template Primary and Secondary Attendance policies can be found [here](#) - Special schools please use the most appropriate policy for your setting

EHE Policy can be found [here](#).

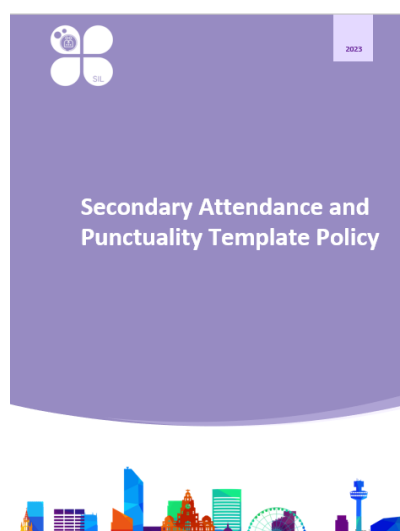
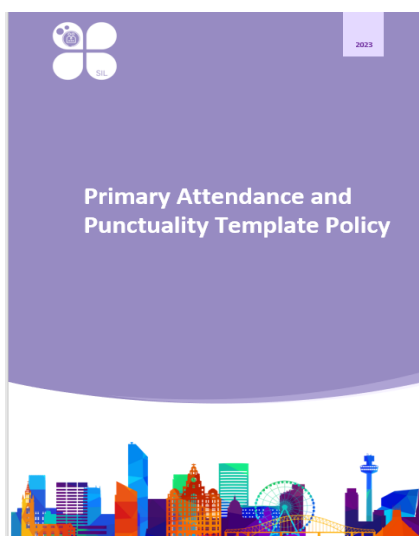
CME Policy can be found [here](#).

Attendance Management Plan 2023 can be found [here](#).

EWS Referral form 2023 can be found [here](#).

Penalty notice referral form can be found [here](#).

Updated Reduced timetable guidance will be released during autumn term.



### City and national ABS and PA Data 2022/23 (This is not validated) City and national data for the school year 2022/23

Data-ABS and PA rates for year 2022/23 (not census)

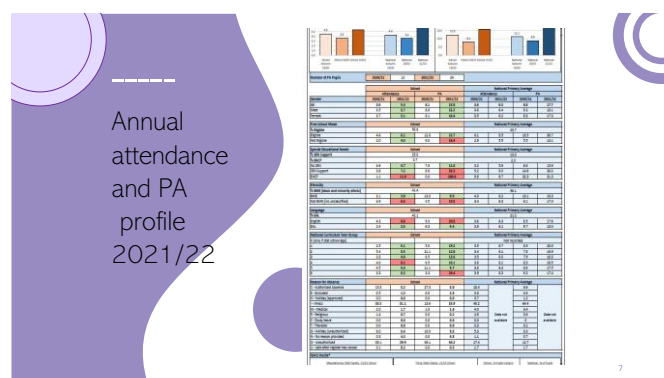
City	City ABS	Nat ABS	City PA	Nat PA
Primary	6.1	5.9	17.6	17.0
Secondary	10.6	9.2	30.6	27.4
Special	12.7	13.1	36.6	38.7





## Profiles- validated data for 2021/22

Profiles for 2021/ 22 are available to all individual schools. This will provide you with validated local and national data for all groups of children. If you have not received your school copy, please request it from your EWO if you have an SLA or call EWS office on 0151 233 3916 and request it.



## Section 19

Section 19 of the Education Act 1996 places a duty on LAs to make suitable alternative education for children of compulsory school age who cannot attend school because of illness, exclusion or for any other reason.

Joanne Hall has recently been appointed as section 19 manager for LCC.

## Alternative Educational Provision (AEP)

The LCSP have produced a very useful 7 minute briefing to answer many questions around AEP. This can be found [here](#).

## Changes to Ofsted inspection handbook

### Attendance and behaviour

Ofsted have said: "As the school year starts, attendance is particularly important so that all pupils benefit from the education and experiences that school provides. We have included new sections setting out how inspectors will evaluate attendance and behaviour, while recognising that the context in which schools operate has changed since the pandemic. We understand that schools cannot be everything to everyone, but we expect schools to do all they reasonably can to improve attendance and behaviour. We will look at a school's capacity to improve and have defined what we mean by this."

<https://educationinspection.blog.gov.uk/2023/09/04/school-inspection-update-september-2023-changes-to-how-we-inspect-schools>

There will be a school inspection update webinar on 11 September 2023. This forms part of a wider [webinars for schools' series](#) for the autumn term, with further information and registration available via the link. Webinars are recorded and can be seen at a later date  
Attendance Webinar- Register for [September's webinar](#), or watch a [previous webinar](#).



### DfE actions -Attendance- All schools to complete the following:

- Access redesigned attendance reports in WONDE in preparation for the new academic year. (83% schools are [sharing daily attendance data.](#))
- To share, [log in to your WONDE portal](#) and accept the request. Sharing data is voluntary. You can read the [data protection principles here.](#)
- The DfE have launched redesigned attendance reports to support schools, trusts and local authorities to analyse attendance patterns and target support for the return to school period.

### The DfE has released some first week data analysis:

Attendance of pupils expected to be back in state-funded primary, secondary and special schools on Tuesday 5 September 2023 was 94%. Across schools types this was:

- 95% in state-funded primary schools
- 94% in state-funded secondary schools
- 89% in state-funded special schools

More information can be found on explore education statistics [here](#).

*Please remember that your school MIS (management information system) is more accurate than WONDE.*

### Have you heard of the Holiday and Food Project? HAF

On 27 October 2021, the government announced a 3-year funding settlement of over £200 million each year for the holiday activities and food (HAF) programme. The first year of this funding settlement was 2022 to 2023 and 2023 to 2024 is the second year of the funding settlement.

High levels of engagement and belonging are linked to positive school attendance.

Research has shown that the school holidays can be pressure points for some families. For some children that can lead to a holiday experience gap. Children from low-income households are:

- less likely to access organised out-of-school activities
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health
- more likely to experience social isolation

The HAF programme is a response to this issue. Evidence shows that free holiday clubs can have a positive impact on children and young people. They work best when they:

- provide consistent and easily accessible enrichment activities
- cover more than just breakfast or lunch
- involve children and parents in food preparation
- use local partnerships and connections, particularly with the VCSO sector

[www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023)



The website with all HAF and Eat to Meet half term information can be found at [merseyplay.com](https://merseyplay.com). Contact details:

Sally Dobbing | HAF Project Manager

Children's Services | Liverpool City Council | Cunard Building | Water Street | Liverpool | L3 1AH

M: 07525 388559 | E: [sally.dobbing@liverpool.gov.uk](mailto:sally.dobbing@liverpool.gov.uk)

### Emotionally based school avoidance (ESBA)

EBSA is a term used to describe children and young people (CYP) who experience challenges in attending school due to negative feelings (such as anxiety). EBSA is commonly associated with emotional and physical distress, and a reluctance to attend school, which can lead to reduced attendance and further anxiety regarding school.

LCC Educational Psychology Service has produced some training and sessions start on Monday 18th September. Further information will be shared at termly briefings.

### Educational neglect

Liverpool children's Safeguarding Partnership is developing training on educational neglect. An independent review into how the LSCP is responding to the challenge of their priority of improving School Attendance will take place this year.

More information will be delivered later during this school year.

Briefings will also be running this year on multi-agency Resolution and Escalation. The first session will take place on 06/10/23 and booking is open via the LSCP website.

### The Role of the GP in maximising school attendance

It is pleasing to see that other agencies are recognising the importance of school attendance. This article is worth a read.

<https://bigplife.com/the-role-of-the-gp-in-maximising-school-attendance/>

### DfE Guidance on mild illness and when children can attend school.

Please see the attached guidance which is useful for attendance admin staff to have on their desks when completing first response calls.

Guidance can be found [here](#).

All resources will be referenced again at autumn term briefings.

Thank you all again for your determination to improve attendance and outcomes for the children and young people of Liverpool.

*Carolyn Harkness*

*Allison Cain*