

APPENDIX 1

**Best Value Review of Attendance in Schools
Action Plan 2004-2005**

	Best Value Report Recommendations	Comment	Proposed Action (as identified in the Education Welfare Service Business Plan.)	Lead Responsibility	Target Completion Date
R1	<i>The Education Welfare Service should develop the model used by the Attendance Support Team</i>	The Attendance Support Team has worked with identified schools to implement a programme of support over one term, designed to reduce unauthorised absence levels.	Analyse attendance data to identify trends in attendance and plan remedial action. Target support to schools based on analysis of attendance data reports.	Jill Muggleton	September 2004
R2	<i>Attendance Panels should continue to be the main focus of the work of the Education Welfare Officers and should operate in all schools.</i>	Attendance Panels are now operating in a majority of our schools and with increased frequency. Schools where attendance levels are high do not need this level of intervention.	Remedial action for schools which is identified through analysis of attendance data will include a programme of Attendance Panels	Jill Muggleton	March 2005
R3	<i>The Education Welfare Service should establish firmer links with magistrates to ensure legal procedures are used effectively and truancy sweeps should be planned around Youth Court days.</i>	Firmer links with Magistrates will now be afforded by an invitation for the EWS to give a presentation about their work on enforcement of school attendance.	Progress communication with magistrates by attendance at local Magistrates meetings and Court User group meetings. In collaboration with Sussex Police maintain programme of truancy sweeps to include days of Youth Courts	Jill Muggleton Maggie Baker	September 2004

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R4	<i>Secondary Schools should have a senior manager responsible for attendance.</i>	It is nationally recognised good practice that responsibility for the management of attendance should be at Senior Leadership Team level in schools.	Develop joint approaches with CfBT/SIS and KS3 Consultants to ensure school attendance concerns are addressed. This will include a review of how the school SLT manage attendance.	Jill Muggleton	<i>January 2005</i>
R5	<i>Attendance Support Teams should support secondary schools in making the best use of attendance data from feeder primary schools to establish good attendance patterns in students from year 7.</i>	A strand of the Attendance Strategy has been to train all schools to use electronic systems for recording attendance. The system enables primary schools to run a range of attendance reports which provide helpful information to secondary schools about the Year 7 intake.	Support access by secondary schools of robust attendance data for new intake.	Jill Muggleton	<i>September 2004</i>
R6	<i>The Education Welfare Service should establish a common easily accessible shared bank of attendance data.</i>	The current service database is in urgent need of replacement to meet the requirements for data sharing and areas of EWS development. The cost of replacing the database will be calculated before the replacement goes ahead, to see whether the cost can be met from existing resources.	This has been identified as a priority area of development for the Service during 2004-05, and a database specification has been prepared.	Brenda Collins	<i>March 2005</i>
R7	<i>The Education Welfare</i>	The development of the	Ensure effective systems agreed	Jill Muggleton	<i>March</i>

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	<i>Service should work with all partner agencies to ensure LEA attendance targets are known and each identifies resources to support raising attendance.</i>	attendance strategy includes the dissemination of attendance targets.	between schools and key agencies to share attendance data at LEA/School and individual pupil level. (Attendance targets for the academic years to 2006/7 will be sent to all agencies interviewed as part of the Best Value Review process.)		2005
R8	<i>The Education Welfare Service should work closely with schools to make the best use of the 14-19 curriculum and modified timetables to support attendance strategies.</i>	The appropriateness and relevance of the curriculum is a key factor in addressing individual cases of poor school attendance.	Develop links with 14-19 curriculum work in secondary schools to enhance equality of access to flexible learning for pupils at risk of disaffection.	Jill Muggleton	December 2004
R9	<i>The Education Welfare Service should work to devise policy frameworks supporting medical appointments for students outside school hours.</i>	Preliminary discussions have been held with Health colleagues to achieve this outcome.	Extend and develop joint protocol with school nurses to reduce time without educational provision of children out of school with school related anxieties and awaiting assessment by CAMHS. Develop publicity campaign to extend to Health centre and GP surgeries to reduce days of education lost to routine medical appointments.	Reece Buckley	September 2004

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R10	<i>The LEA should continue to develop the attendance section of the County Council website.</i>	The website is regularly reviewed and updated to ensure ease of access to current information on attendance for young people, parents and other service users.	Develop EWS area of East Sussex CC website and extend information about EWS on e-zone to reflect developments in EWS strategy	Jill Muggleton	<i>Ongoing</i>