

16th January 2019

Leeds

17th January 2019

Manchester

23rd January 2019

Birmingham

24th January 2019

Central London

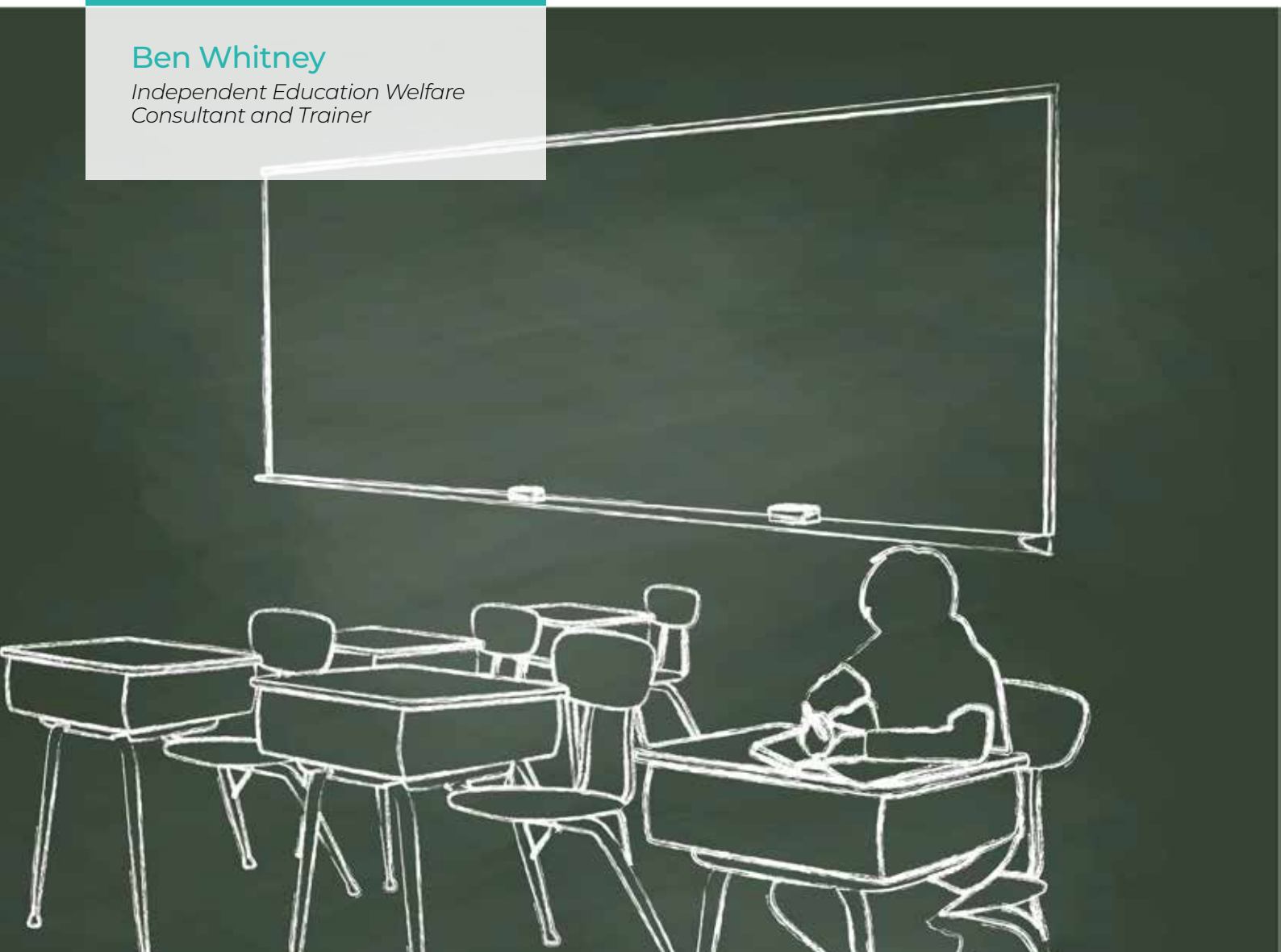
School Attendance Officer Certificate

Need help reducing absence rates at your school?

THE TRAINER

Ben Whitney

*Independent Education Welfare
Consultant and Trainer*



In-depth training on the core issues that worry School Attendance Officers

We all know that Attendance Officers have a large amount of responsibility, but with the expectation often being you'll find your way through, support and training is not always readily available.

That's why we've been successfully running the School Attendance Officer Certificate for many years.

It's extensive, CPD-accredited training that helps those responsible for improving attendance and punctuality, engaging with families and devising effective attendance strategies, have the tools they need to excel in their role!

What is the School Attendance Officer Certificate?

The School Attendance Officer Certificate is the extensive CPD-accredited and authoritative training that provides a strategic overview of how to increase attendance rates and dealing with some of the root causes behind truancy.

It consists of a one-day workshop, four-week training course and assessed audit tool – all CPD-certified.

The trainer: Ben Whitney



Ben Whitney is an Independent Education Welfare Consultant and Trainer with over 25 years' experience in managing Education Welfare Services in two Midlands local authorities.

He regularly delivers training direct to schools on both attendance and child protection and is the author of several books. More information can be found on his website: www.ben-whitney.org.uk.

How does the specialist certificate work?

1.



Participate in a one-day training workshop to work through a detailed agenda with a specialist trainer and ask all of your questions

2.



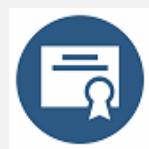
Take part in post-event email training programme where you will receive expert-prepared modules containing reading packs

3.



Complete your own tailored in-school audit which you will then send off to our trainer for expert feedback

4.



Receive your Certificate of Specialist Competence to demonstrate to Ofsted and other authorities that you have taken part in advanced safeguarding lead training.



Workshop agenda

09.00 *Registration and refreshments*

09.30 **The law on school attendance and its implications**

- Education Act 1996
- Children Act 1989
- Education (Pupil Registration) Regulations 2006
- Anti-social Behaviour Act 2003

10.45 *Refreshment break*

11.00 **Effective registration and data management**

- *Managing registration*
- *The codes and their statistical meaning*
- *Term-time leave and 'exceptional circumstances'*
- *Authorised, unauthorised and persistent absence*
- *Published data requirements*
- *A 'model' school policy*

12.30 *Lunch*

13.15 **Evidencing inspection standards**

- The Ofsted framework and grade descriptors
- Understanding your school's absence
- Ensuring schools procedures are recognised in an inspection
- Focusing on 'evidence and impact'

14.00 **Getting the job done**

- Attendance tactics and ideas
- Skills in managing attendance and absence
- Working with the local authority and other partners
- Further reading and the in-school audit tool

15.00 *End of workshop*

Modules

Module 1: Law and guidance on school attendance

Module 2: Effective registration and data management

Module 3: The Ofsted inspection framework and attendance


Module 4: Getting the job done - improving school attendance

Audit

Complete your tailored in-school audit and send it to us by 30th March 2019 to have it assessed by our expert for feedback

School Attendance Officer Specialist Certificate

Helping you get attendance rates up by understanding the legal landscape and the reasons for non-attendance

 <http://bit.ly/attendance-certificate>

 020 8243 8758

 Stephanie.Kadhim@forumbusinessmedia.co.uk

Please book me a place on the **School Attendance Officer Certificate 2019**

PRICE		VAT		TOTAL
£549.99	+	£110.00	=	£659.99

PLEASE SELECT THE DATE YOU WISH TO ATTEND:

PLEASE TICK	DATE	LOCATION*	PRODUCT NUMBER
<input type="checkbox"/>	16th January 2019	Leeds	790051/3835
<input type="checkbox"/>	17th January 2019	Manchester	790053/3835
<input type="checkbox"/>	23rd January 2019	Birmingham	790052/3835
<input type="checkbox"/>	24th January 2019	London	790050/3835

*Venue details will be made available on the event page at least one month before the event (go to www.forumbusinessstraining.co.uk, select the conference tab, then select your event).

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DELEGATE 1	_____	_____	_____
	Full name	Job title	Email address*
DELEGATE 2	_____	_____	_____
	Full name	Job title	Email address*

Organisation name _____ Organisation type _____

No. of employees: 1-19 20-49 50+ _____
Telephone _____ Mobile _____ Fax _____

Address _____ Postcode _____

INVOICE & PAYMENT

Name of person to send invoice to _____ Their email address _____ Their job title _____

Payment enclosed: (cheque payable to Forum Business Media Ltd.) **Please invoice me:** (PO number – if applicable) _____
 Credit / debit card: Please book online at www.forumbusinessstraining.co.uk

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