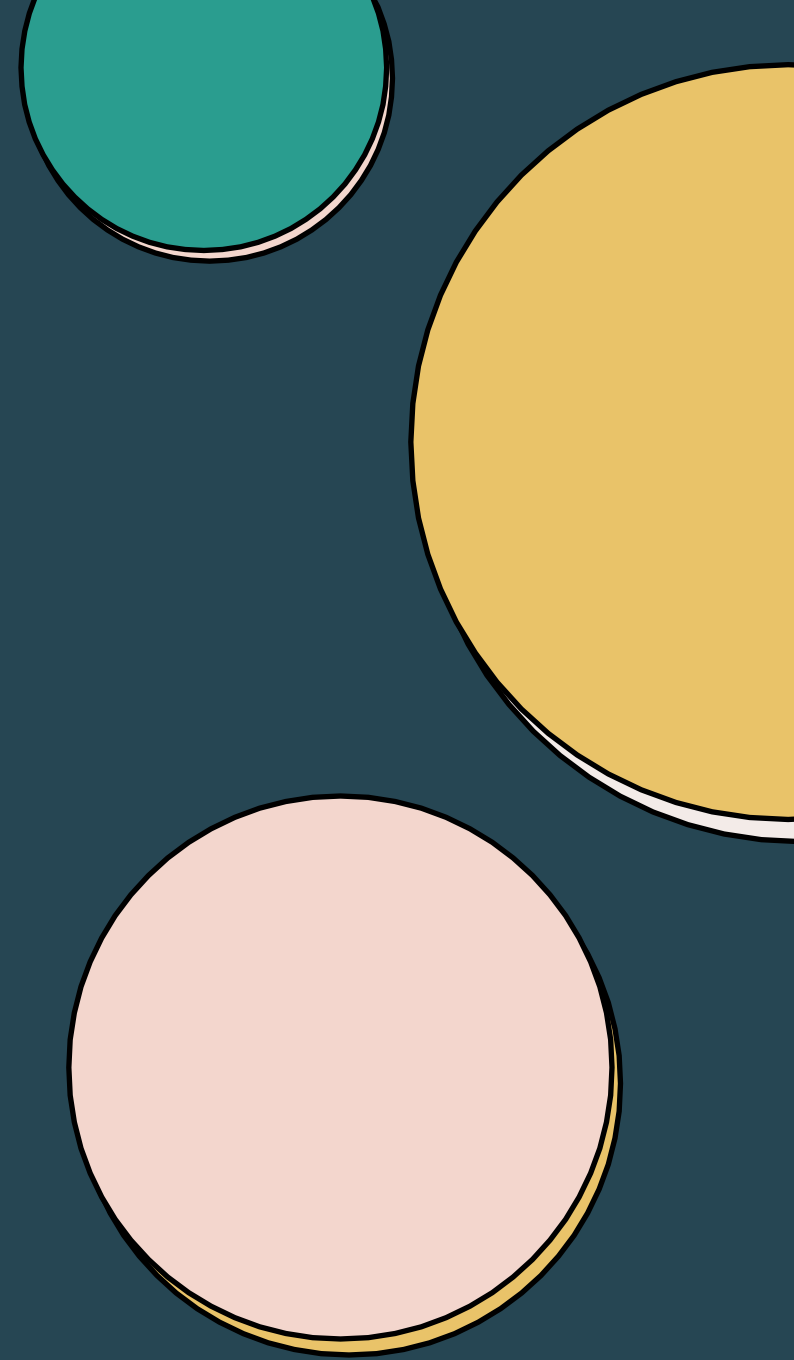# Education and Young People

Overview and Scrutiny

Attendance Report

Introduction

Overview of County Attendance Team Functions

- **Attendance Improvement**
- Focuses on enhancing school attendance and reducing persistent absenteeism among children.
- **Licensing and Compliance**
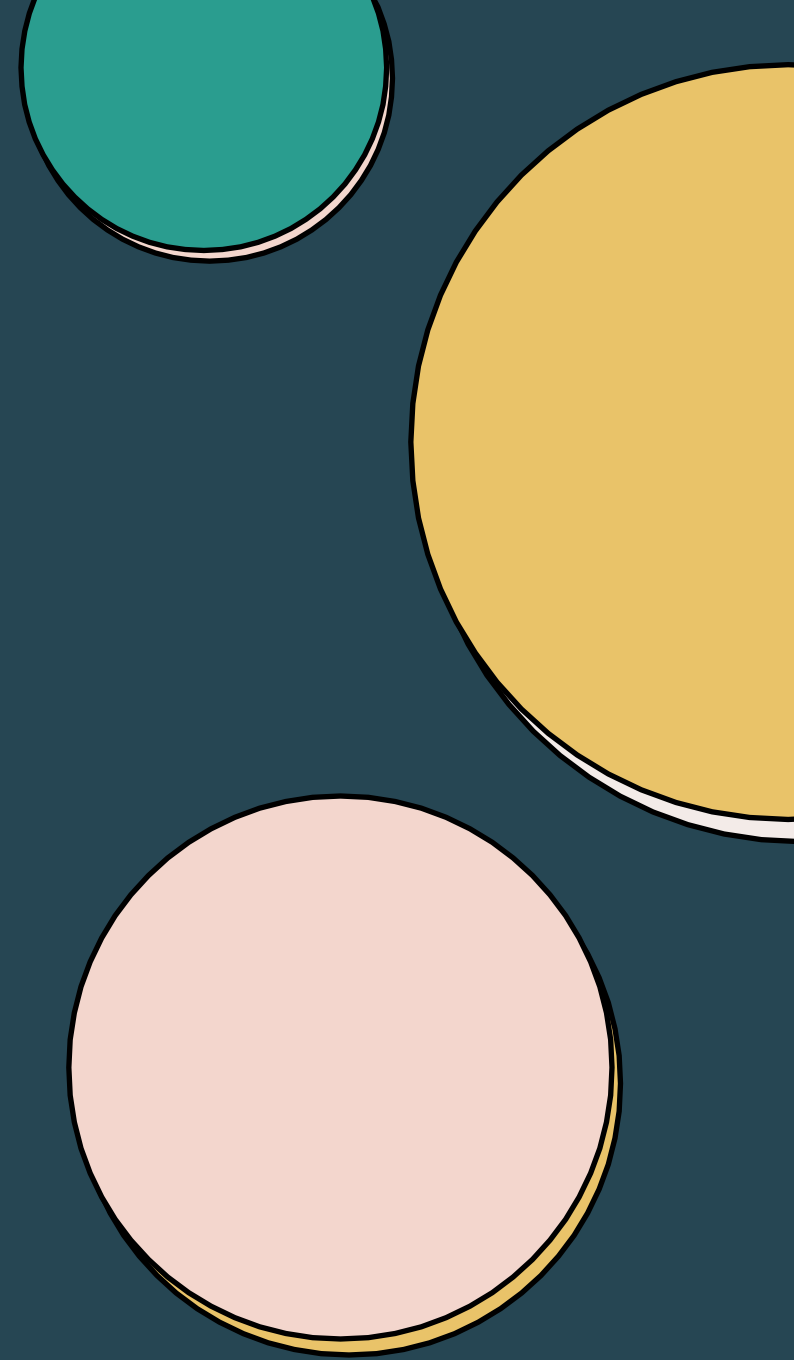- Ensures legal compliance and child safety in youth employment and performance licensing.
- **Elective Home Education Support**
- Supports families choosing home education, ensuring educational standards and safeguarding are met.
- **Children Missing Education**
- Identifies and supports children not enrolled in school to help re-engage them in education.

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Roles and Responsibilities

Attendance Team Roles

- **Support and Guidance**
- County Attendance Officers provide guidance to schools and families to improve attendance and reduce absences.
- **Accountability and Collaboration**
- They clarify school responsibilities and ensure shared accountability between schools and local authorities.
- **Coordination and Communication**
- CATs facilitate meetings, coordinate engagement sessions, and disseminate best practices for attendance improvement.
- **Consistent Messaging and Protocols**
- They lead consistent attendance messaging and support the implementation of Department for Education protocols.

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Licensing Responsibilities

License Issuance and Compliance

Officers issue licenses for child performance and employment while ensuring legal compliance and safeguarding.

Inspections and Interviews

Conducting inspections and interviewing chaperone applicants to validate DBS checks and suitability.

Guidance and Safeguarding

Providing guidance to employers and organizations to maintain safe and lawful child employment practices.

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Elective Home Education(EHE)

- **Support and Guidance**
- EHE Officers provide advice and support to families choosing home education, ensuring quality learning environments.
- **Monitoring Education and Wellbeing**
- Officers monitor educational progress and wellbeing to maintain standards and safeguard children in home education.
- **Collaboration and Safeguarding**
- EHE Officers liaise with services to address safeguarding and special educational needs effectively.
- **Record Keeping and Compliance**
- Accurate records are maintained by EHE Officers to ensure compliance with statutory education guidelines.

Children Missing Education (CME)

Identifying Missing Children

CME Officers investigate and identify children who are not enrolled or receiving suitable education.

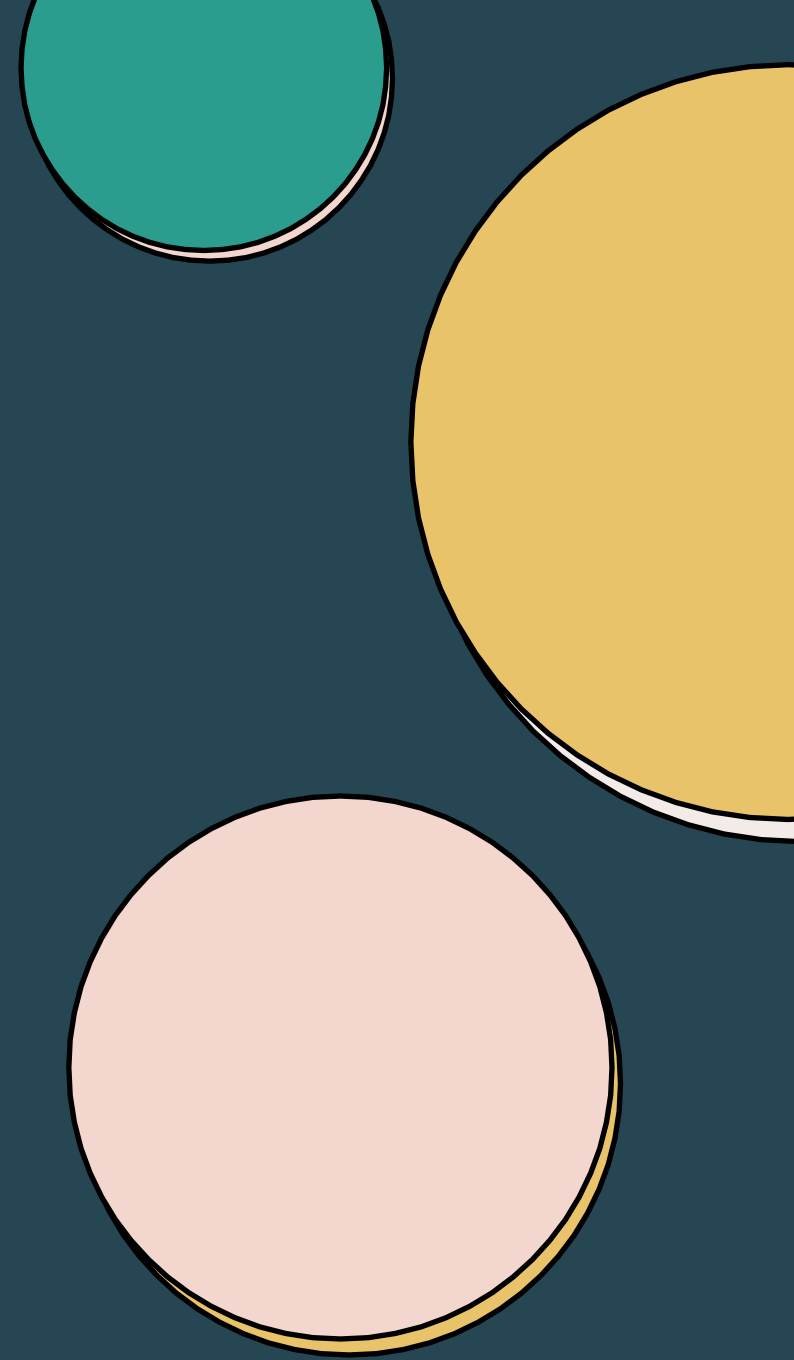## Collaboration and Liaison

Officers work closely with schools, families, and agencies to locate and re-engage children into education.

Safeguarding and Record Keeping

Ensuring safeguarding protocols and accurate CME records are maintained for effective tracking and reporting.

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Policy and Implementation

DfE Attendance Framework

Local Authority Responsibilities

- Local authorities lead attendance improvement, coordinate support meetings, provide interventions, and enforce legal measures.

School Duties

- Schools maintain registers, engage families early, collaborate with local authorities, and clearly communicate attendance expectations.

Role of Virtual Schools

- From 2026, Virtual Schools support children with social workers and kinship care, promoting engagement and closing attainment gaps.

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Oxfordshire County Council Implementation

Early Intervention Meetings

- Attendance Officers hold regular meetings with secondary schools to support early intervention and improve pupil attendance.

District Collaboration

- District Meetings foster sharing of best practices, training, and consistent communication across the county.
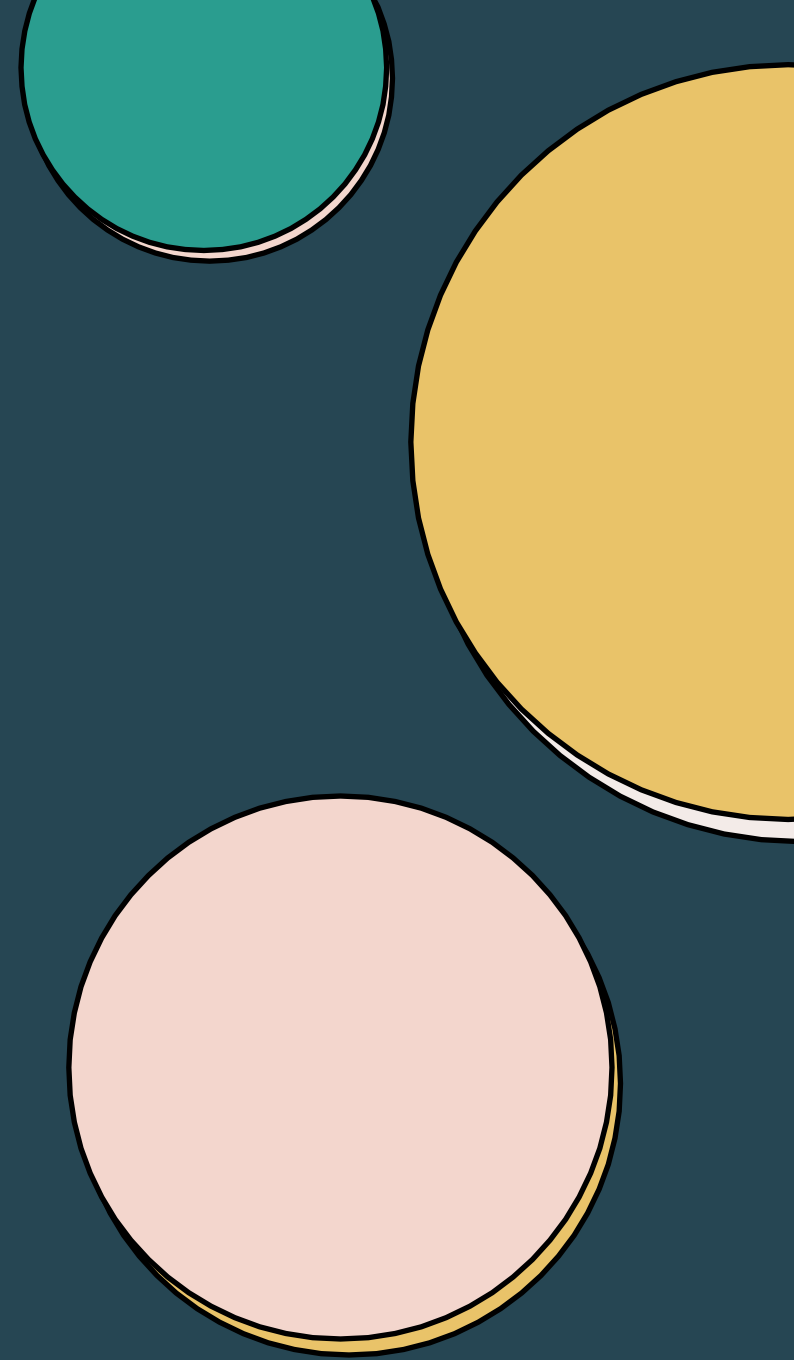
Internal Audit Process

- An internal audit reviews Attendance Team and CME processes to identify gaps and improve service delivery.
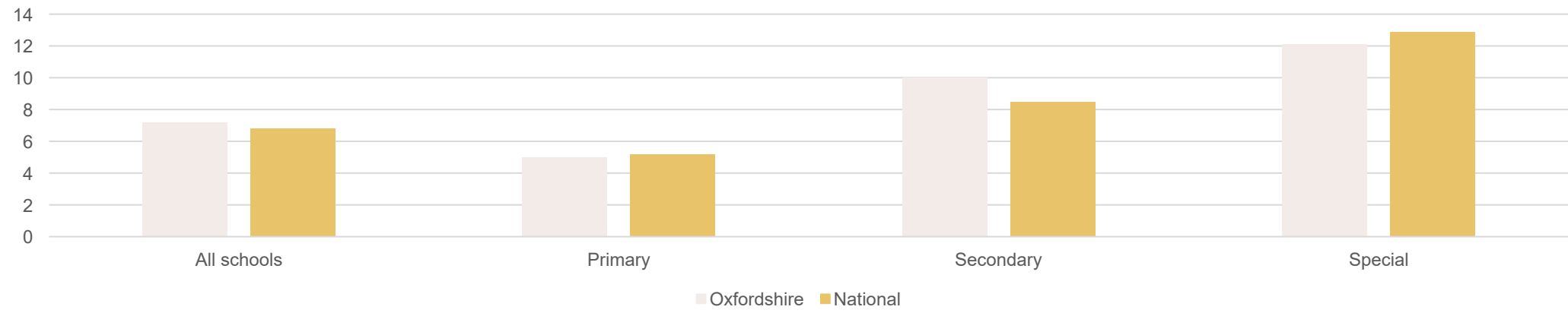
Commitment to Safeguarding

- The council's actions demonstrate a strong commitment to improving attendance and safeguarding children.

Performance and Monitoring

Performance Overview

Overall absence by school phase, Oxfordshire and national

Legend: Oxfordshire, National

	ALL SCHOOLS	PRIMARY	SECONDARY	SPECIAL
Oxfordshire	7.2	5	10	12.1
National	6.8	5.2	8.5	12.9

Three-Stage Attendance Monitoring (TAM) Process

Stage 1: Initial Audit

Schools with attendance below 94% are audited to assess risks and attendance concerns systematically.

Stage 2: Follow-up Meetings

Targeted follow-up meetings discuss individual students and ensure educational plans are in place.

Stage 3: Central Collaboration

All schools share feedback, data, and best practices in a central meeting to improve attendance strategies.

Good Practice Example

Identification of Attendance Concerns

- Primary school identified students with attendance issues to proactively address challenges early.

Collaborative School Meeting

- CAT Officers arranged a meeting between primary, secondary schools, and support teams for thorough information exchange.
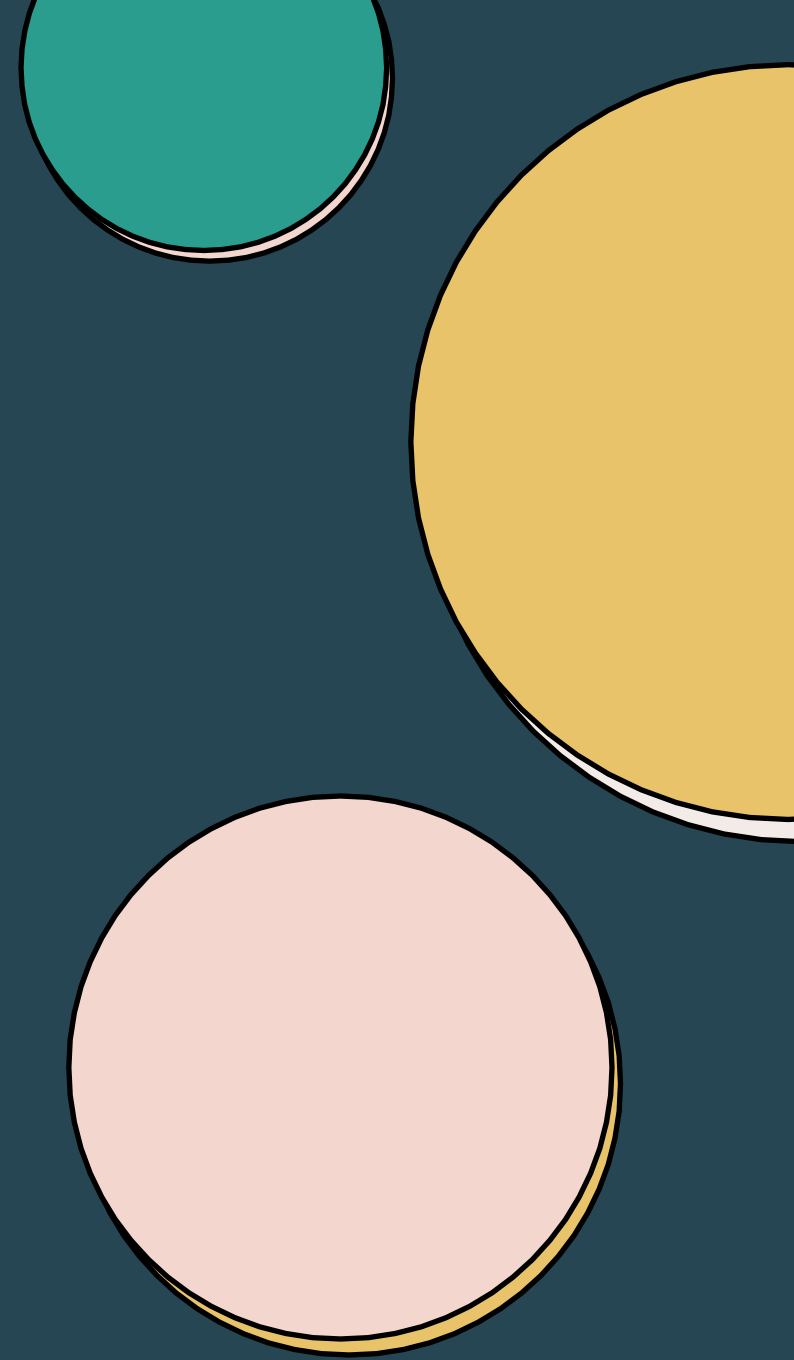
Early Family Engagement

- Secondary school contacted families during summer to offer support and plan attendance strategies ahead of Year 7.

Improved Attendance Outcomes

- Proactive strategies led to better transition experiences and increased attendance rates among students.

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Engagement and Strategic Planning

EHE Parent Engagement

Parent Meetings and Support

Three in-person meetings engaged parents currently or considering home education, enhancing collaboration and support.

Admissions Team Participation

Admissions team addressed questions about returning to mainstream education, clarifying options for families.

Clarifying Compliance and Expectations

EHE Officers shared acceptable evidence examples to help parents meet educational provision requirements.

Strengthening Relationships

Sessions improved communication, reinforcing the council's commitment to inclusive education and better outcomes.

Attendance Strategic Board

Vision and Purpose

- The board aims to ensure children prioritise attendance and are kept safe through coordinated support.

Collaboration Across Services

- The board fosters collaboration between services to provide early help and improve attendance outcomes.

Strategic Development

- Efforts include reviewing structure, identifying stakeholders, and refining terms to ensure effective operation.

Goal of Reducing Absence

- The initiative seeks to reduce pupil absences and foster accountability and support culture

Next Steps

Data Integration with Dashboards

- Integrate data using Power BI dashboards to enable real-time access and monitoring for better decision-making.

Themed Audits Planning

- Plan themed audits for EHE and CIN/CP cohorts to identify attendance challenges and improve outcomes.

Graduated Pathway Development

- Develop a Graduated Pathway to guide professionals on effective attendance interventions for children.

Supporting Virtual Schools

- Support Virtual Schools in addressing attendance barriers for children in care to ensure equitable education access.

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Questions ?