**Attendance is Everyone’s Business Whole School Training: Trainer Guidance**

**Attendance Team**

**July 2023**

**Introduction**

‘[Working Together to Improve School Attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)’ outlines the expectations on Schools and Local Authorities to support pupils and families to overcome barriers to regular attendance and ensure all children can access the full-time education to which they are entitled.

All Schools have a continuing responsibility to proactively manage and improve attendance across their school community. Regular school attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone’s responsibility in school. Schools that have good attendance recognise that it is not a discrete piece of work but rather it is an integral part of the school’s ethos and culture.

Schools are required to make sure that all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive training and professional development in this area.

This training has been designed to support schools meet that requirement.

**Delivery options**

Option 1

The member of staff leading the training should download the PowerPoint and use the slide notes and Trainer Manual to deliver the training. Evaluations should be completed and then analysed to identify any areas which staff still require further training or support.

Option 2

The second option allows for the member of staff leading the session to use the narrated PowerPoint. This gives a voiceover for each of the slides and allows the course leader to pause the recording for the learning activities and gather feedback from the staff team. It is still advised that a member of staff facilitate the training and ensure that staff fully participate. Again, it is advised that evaluations should be completed and then analysed to identify any areas which staff still require further training or support. **Please note:** this training should be interactive; it is **not** for staff to play the recording and listen to individually.

Delivery of the training should take approx. 1- 1.5 hours.

**Course Aims**

The aim of this training is to help you to develop staff and volunteers’ awareness of the importance of regular school attendance. To ensure that all staff recognise that ‘attendance’ is not a discrete piece of work but rather it is an integral part of the school’s ethos and culture.

By the end of this training staff should:

* Have a clear understanding of the national and local picture regarding school attendance

Have a clear appreciate of their role and responsibilities and those of others in promoting the attendance of all pupils

* Be able to recognise and describe good practice in relation school attendance
* Know what to do if they have concerns about a child’s school attendance in line with your school attendance policy

**Recording & Evaluation**

It is advised that a record of all staff training, the date that this took place and the information provided during the training is kept to evidence compliance with the requirement as outlined in ‘Working Together to Improve School Attendance’. It is also strongly recommended that you include an evaluation process in the training. A suggested template for the evaluation form is provided.

**Learning agreement**

For your colleagues to achieve the maximum benefit from this training they must feel safe and secure in their learning. Some staff may not feel comfortable in participating in a large group but should be encouraged when small group exercises are taking place. The following are some standard ground rules for training that you might want to consider sharing with the participants:

* Everyone will be encouraged to contribute
* Listen without interrupting
* No mobile phones
* Respect for others experiences and feelings
* Be aware of diversity issues and promote an anti bias approach
* Avoid the use of jargon
* Respect confidentiality – unless a child or vulnerable adult is at risk of harm
* Use the expertise in the room
* Encourage questions – there are no stupid questions!
* Respect the need for any member of the group to leave the training if needed