

## Appendix C – Attendance / Exclusion Reporting Schedule

Month	School Census details					National Data	Details of Report and contents	Forums reported to					
	School Census Collection	Attendance Data collected	Exclusions Data collected	Final database becomes available for use	Lead-in time for workings			Attendance Working Group Meeting Dates	Education Standard and Performance Board	Clr Adams via Anna Halliday Member Briefing	Children's Improvement Board	Health and Wellbeing Board	
September 2015							ANNUAL REPORT: Final 2013/14 attendance data reported incl exclusions info and draft Strategy for sign off National comparisons, with vulnerable groups (where data available).	15 Sept ✓					
October 2015	Autumn Census	Summer term 2014/15 absence data - <b>Full Academic Year collected</b>	Spring term 2014/15 exclusions			2014/15 Combined autumn and spring term release			7 Oct (am) ✓	7 Oct (pm) ✓	20 Oct ✓		
November 2015							Initial unvalidated Full Year 2014/15 attendance data reported - based on Capita information OR two terms School Census validated data with comparisons to previous years, and broken down by vulnerable groups - and linked to categorisation process and subsequent support allocations	12 Nov ✓					12 Nov ✓
December 2015				Autumn Census						10 Dec ✓	11 Dec ✓		
January 2016	Spring Census	Autumn Term 2015/16 absence data	Summer term 2014/15 exclusions - <b>Full Academic Year collected</b>					13 Jan ✓					

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February 2016							Initial unvalidated 2014/15 exclusions data - based on Capita information or Entrust database with comparisons to previous years, and broken down by vulnerable groups	25 Feb ✓					
March 2016				Spring Census		2014/15 Attendance National data released			✓	✓			
April 2016								5 April ✓					<input type="checkbox"/>
May 2016	Summer Census	Spring term 2015/16 absence data	Autumn term 2015/16 exclusions				<b>ANNUAL REPORT Attendance: Final 2014/15 attendance data reported</b> National information comparisons, with vulnerable groups (where data available).	23 May ✓					
June 2016									✓	✓	✓		
July 2016				Summer Census		2014/15 Exclusions National data released		7 July ✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		✓
August 2016									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
September 2016							<b>Annual Report: Final 2014/15 Exclusions data reported (and progress on Strategy)</b> National information comparisons, with vulnerable groups (where data available).	✓					

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October 2016	Autumn Census	Summer term 2015/16 absence data - <b>Full Academic Year collected</b>	Spring term 2015/16 exclusions					<input type="checkbox"/>	✓	✓	✓	
November 2016								<input type="checkbox"/>		<input type="checkbox"/>		✓