Appendix D - Attendance Working Group Task Log (Created: 30 March 2015) Updated: 23 July 2015

Owner: Julie Stevenson

Ref #	Start Date	Title	Description	Owner	Deadline	Previous status (RAG) 8/07/15	Current Status (RAG) 23/07/15	Notes	Closure Date
1	30/03/2015	ATTENDANCE PRIORITIES To revise and update the Attendance Priorities for Staffordshire and secure agreement	- draft strategy - consult with providers including schools - finalise strategy - agree strategy at Children's Improvement Board (20 October) and Health and Well-Being Board (12 November)	JS	12 Nov 2015	**AMBER**	**AMBER**	Draft produced for discussion at Attendance Working Group on 14 July 2015 and with Cllr Adams on 29 July. Final draft to be agreed at CIB and H+WB Board in October and then shared with schools	
2a	30/03/2015	LA POLICIES To revise and update the required attendance policies and procedures for Staffordshire	- list required policies - identify gaps and policies which need to be updated - produce plan/ timeline to revise and update, - revise, write and consult on policies as required - complete and ensure all policies are on internet and communicated to relevant parties	JS	Dec 2015	**AMBER**	**AMBER**	Started on 22 April – initial list created and updating – need to complete with plan for further policies, procedures which may be required Need review cycle/ plan and common format to be developed?	
3	30/03/2015	DATA COLLECTION To create a comprehensive and accurate performance report which can be easily updated and monitored	- to ensure all required data is included in the pack - to ensure appropriate mechanisms are in place for updating and collating data for the pack on a regular and agreed basis - to update the data pack on a half-termly basis as agreed	DW	Dec 2015	**AMBER**	**AMBER**	Data pack in development, format agreed but not yet completed – some areas still in development including exclusions, LAC and there is some work to be done to resolve data collection, cleanse and analysis issues	
4	30/03/2015	DATA ANALYSIS Through the Attendance Working Group, use the performance report to regularly identify and monitor priority areas for action/ continuous improvement	- to review the performance report on a half-termly basis (Sept/ Nov/ Jan/March/ May/ July) - to identify areas for action/ continuous improvement and monitor delivery and impact - to provide evidence through case studies and data of impact	JS	Dec 2015	**AMBER**	**AMBER**	Attendance Working Group has met and begun to identify some priority areas (e.g. PRU attendance; Exclusions data) but this is not yet completed Case studies and impact data to be considered	
5	30/03/2015	PERFORMANCE REPORTING CYCLE To develop an annual reporting plan so that SCC are clear about what reports will go to which Boards/ meetings and when	- to identify all groups which need to receive attendance reports / updates and ensure this is included in the annual workplan - to provide an update to the CIB in October 2015 on performance and impact	DW	July 2015	**AMBER**	**GREEN**	Initial thoughts to be tabled at meeting in July CIB received brief update on 23 March Plan to be signed off at Attendance Working Group on 15 Sept	15 Sept 2015
6	30/03/2015	WORKING GROUP To further improve partnership working between all those involved in attendance support to schools	- to establish Attendance Working Group with appropriate membership, Terms of Reference, Governance and workplan - to ensure all parties understand roles and responsibilities - to identify and develop/ revise protocols/ procedures/ working arrangements to ensure continuous improvement	JS	July 2015	**AMBER**	**GREEN**	Attendance Working Group met for the first time on 18 March. Monthly meetings established March – July 2015 and then half-termly. Workplan agreed at meeting on 22 April and ongoing. Julie S to chair from Sept	15 Sept 2015
7	22/04/2015	MAP THE SPEND To map the current spend on attendance	- To map the current spend on attendance	JB	May 2015	**RED**	**RED**	John Bloomer to identify colleague in finance to undertake this work – work not yet started	
8	20/05/2015	CMOOE To improve data collection and practice re: CMOOE pupils	- To agree definition of CMOOE pupils - To establish how many CMOOE pupils we have, where they are and why they are CMOOE and for how long - To research what we should be doing with regard to CMOOE pupils - to develop an action plan/ timeline to improve our practice re: CMOOE and clarify roles and responsibilities	JS	July 2015	**AMBER**	**AMBER**	Task Group meeting for the 1st time on 15 June – draft action plan completed, further meetings planned	
9	20/05/2015	PRU To improve attendance at the PRUs	- To ensure all PRUs are monitoring, recording and reporting attendance appropriately and have excellent processes in place to improve attendance - to ensure that all yp who should be referred to LSTs are referred to LSTs for support and early help - to develop an action plan/ timeline to improve our practice	LC	July 2015	**AMBER**	**AMBER**	Mtg took place 30.06.15 with 2 headteachers and DW & LC in attendance. Draft Action Plan produced and will be shared with PRU headteachers on 13.07.15. Further mtg planned in July with DW/KH/LB/LC/DB to move some of the actions forward during	

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								summer holiday	
10	17/06/2015	EXCLUSIONS To improve the monitoring, reporting and performance re: fixed and permanent exclusions for all groups	- To ensure accurate and timely data collection, recording, reporting and analysis of all groups of cyp experiencing fixed and/ or permanent exclusions - to develop an action plan/ timeline to improve our practice	AG	Sept 2015	**AMBER**	**AMBER**	Some initial work presented at Attendance Working Group on 17 June but data inconsistency and analysis needs much more work	
11	March 2015	EHE To improve relationships with some parts of EHE community	- to better understand the different sections of the EHE community - to develop mutual trust and respect between EHE community and LA commissioners and providers	JS	Dec 2015	**AMBER**	**AMBER**	5 meetings have taken place, wider group beginning to engage, plan developing and relationships improving	
12	July 2015	Post-16/ NEET To improve participation post-16, specifically of most vulnerable groups	- To better understand the needs and participation rates of different groups, particularly the most vulnerable - to better target our collective resources and support towards more effective intervention and support to ensure that we improve participation post-16 specifically of our most vulnerable and disadvantaged groups	CB/LW	Dec 2015	**New Task**	**AMBER**	Some work ongoing but needs to feed into this group – initial data shared with group in July 2015 but more to do	

CLOSED ACTIONS

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2b	22/03/2015	SCHOOL POLICIES To create a list of policies/ procedures for schools relating to attendance/ exclusions to provide a checklist of what they need	- list required policies - identify gaps and policies which need to be updated - produce plan/ timeline to revise and update, - revise, write and consult on policies as required - complete and ensure all policies are on internet and communicated to relevant parties	AG	July 2015	**GREEN**	**GREEN**	Started on 22 April – initial list created Final version shared at meeting on 20 May and uploaded to SLN by end of June 2015 and shared with schools via e-bag	30 June