



Norfolk County Council

**Traded Attendance Service
Product and Price List
2018-2019**



Dear Colleague

I am pleased to provide details of our Attendance Service advice and support packages for this year.

As a Team we have a firm understanding of the needs of schools and academies and how the interaction between agencies, legislation, the application of attendance management policies and local issues can impact on outcomes.

Our services are delivered through a range of methods including telephone/email advice, audit, network meetings, staff training and web-based resources.

Our Team of experienced and passionate staff work to find the best solutions and outcomes for schools and their pupils. We understand the diverse issues facing schools and can act as a critical friend to support improvements in practice and resolution of difficulties. We have up to date, expert knowledge of attendance legislation and sound experience of best practice across Norfolk schools. We can offer a range of packages to suit the needs of your individual school, Academy Trust or Federation.

We fully understand that school budgets are under constant pressure and we firmly believe our annual subscription provides a comprehensive support package combined with good value.

Our Services Explained...

Free of charge

The Statutory responsibilities of the Service are to:

- Consider an Education Supervision Order instead of or alongside a prosecution.
- Provide support and advice for cases, which are being prepared for legal action.
- Consider prosecuting a parent/carer under Section 444 of the Education Act in cases of poor school attendance.
- Identify, track, monitor and re-engage Children Missing Education.

Please contact the Attendance Service duty line on 01603 223 681 for advice and guidance on any of these areas.

All further services provided by the Attendance Service fall under our traded activity and the following pages list the services available and associated costs.



Level 1 - Contact package:

- **Service completed via remote delivery using email and /or the Attendance and Consultation Advice Line**
 - *Our telephone service is confidential and is supported by our experienced staff.*
 - *Our team has access to a wide variety of resources and can provide guidance and advice.*
 - *We can provide practical advice in relation to school policy and procedures.*
 - *We provide a consultation service so that you can seek advice and support about individual cases.*
 - *The service is available between 9.00am and 5.00pm Monday to Thursday and 9.00am to 4.00pm on Fridays during term time. An email facility will be available during the times we cannot take your call.*
 - *For non-subscribing schools bespoke/one off advice is priced at £27 per hour*
- **Model Attendance Policy Review**
 - *Guidance and support provided with example elements, structures and information commonly found in such policies.*
 - *As part of your subscription we will provide an independent review of your policy, checking it is compliant with current legislation and Department for Education guidance on request.*
 - *For non-subscribing schools there will be a charge of £207*

Annual Subscription to Level 1- Contact Package

Individual schools with less than 105 pupils	£380
Individual schools with over 105 pupils	£570

Level 2 - Contact & information package:

In addition to Level 1 benefits;

- **Attendance Newsletters**
 - *Comprehensive, termly newsletter emailed directly to all subscribing schools*
 - *Our newsletter provides a summary of key issues schools need to be aware of*
 - *Provides links to other resources and topical information*
 - *Practical tips and suggestions*
 - *Summaries for changes in legislation*
 - *For non-subscribing schools there will be a charge of £79 per annum*

- **Self-Delivered Ten Minute Briefings for Attendance**
 - *These briefings can help train staff at every level – whether a newly appointed Attendance Officer, experienced Attendance Staff, Governors or SLT's*
 - *Briefings condense important documents, legislation and training into electronic briefings you and your staff can get through in ten minutes*
 - *Each term we will release two new or revised briefings for your use*
 - *They will be updated on an annual basis to keep you and your school informed*
 - *For non-subscribing schools there will be a charge of £158 per annum*

- **Termly Network meetings**
 - *To support schools to secure high levels of attendance and reducing persistent absence to come in-line with or better than national averages*
 - *An opportunity to network with other professionals to share good practice and strategies*
 - *Free resources, tools and strategies will also be provided for schools to implement to improve attendance*
 - *Guest speakers will also be invited to give further advice & guidance about related issues such as Children Missing Education, Services to Home Education, Medical Needs and requests for guest speakers will be considered*
 - *Included in your subscription is 2 free delegate places for each of our termly network meetings*
 - *For non-subscribing schools there will be a charge of £125 per Network meeting. Further spaces are charged at £25 per delegate*

- **Improving School Attendance Toolkit**
 - *As a subscribing school you will have access to our 'Improving School Attendance Toolkit' through the SLA site*
 - *Toolkit content will include: relevant legislation, strategies to tackle persistent absence, practical templates schools can use to address attendance, whole school*

attendance protocols to tackle and reward school attendance. This service will be updated throughout the year

- For non-subscribing schools there will be a charge of £94 per annum

Annual Subscription to Level 2- Contact & Information Package

Individual schools with less than 105 pupils	£701
Individual schools with over 105 pupils	£844

Level 3 - Complete package

In addition to Level 1 /2 benefits;

- **Attendance Audit**
 - *1 day of Attendance and Entitlement Officer (AEO) support in school will include meeting/discussions with SLT, Attendance Leads and Support staff to provide advice on the management of school attendance.*
 - *A full attendance audit and registration inspection looking at school data.*
 - *Bespoke advice and written action plan provided to school to address key findings.*
 - *As a subscribed member you will receive a further ½ day follow up from the Attendance Team.*
 - *For non-subscribing schools there will be a charge of £695 per day, £380 per half day and £310 for a twilight session. There is an additional £90 charge if a written report is required.*
- **Training package – 1 delegate place per annum**
 - *Included in your subscription is 1 free delegate place to be used on either of the 2 current Attendance Training days available- ‘Introduction to Managing School Attendance’ or ‘Managing School Attendance: Improving Outcomes for Children through effective legal intervention’*
 - *For non-subscribing schools there is a charge of £170 per delegate for each training package*

Annual Subscription to Level 3- Complete Package

Individual schools with less than 105 pupils	£1589
Individual schools with over 105 pupils	£1722

Please contact us through the SLA online site for bespoke packages and services that can be devised for individual schools, clusters, federations and Trusts on request. We are happy to discuss multiple school packages on request.