

Attendance Support Team

Parenting contracts, Attendance panel agreements and Education Supervision Orders (ESO)

Session 2 - 26 April 2023



Welcome



Attendance Support Team

Team Leaders

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Attendance Support Officers

Antoine Julien-Charles

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Kathryn Franklin

Brooke Kidd

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Attendance Support Officer (MASH)

Susan O'Farrell (interim)

Penalty Notice Officer

Vacant post

Head of Education for Vulnerable Children

Kathryn Angelini



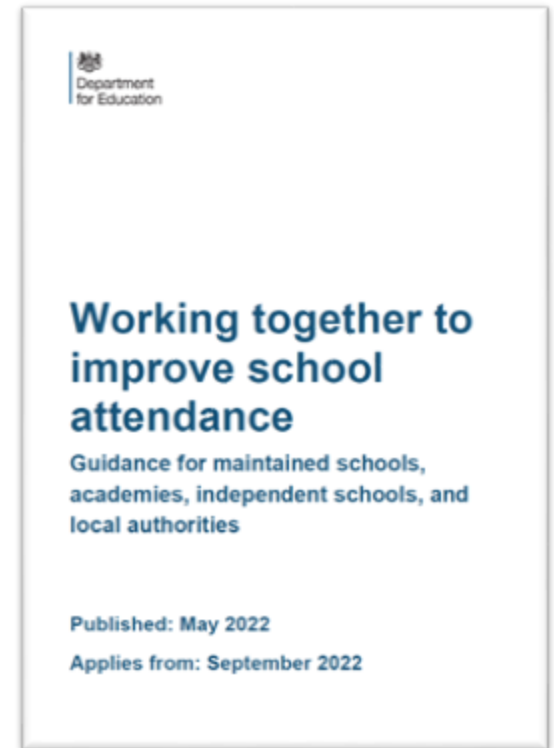
Objectives

- To develop an understanding of government guidelines regarding Parenting Contracts/Attendance Panel agreements and ESO
- To identify the responsibilities of the school in responding to persistent absence
- To be able to have clear information on Parenting Contracts/Attendance panel agreements and ESO as outlined in the Working Together to Improve Attendance guidance
- To be able to complete well evidenced case work ahead of a referral to the Attendance Support Team for legal intervention



Working together to improve school attendance

- Improving attendance is everyone's business
- Education is a legal requirement for all children of compulsory school age
- Expectations of schools



Working together to improve school attendance

	Not meeting expected standard in reading writing and Maths	Meeting expected standard in reading writing and Maths	Meeting the higher standard in reading writing and Maths
Absence rate at KS2	4.7%	3.5%	2.7%

	Not achieving grade 9 to 4 in English and Maths	Achieving grade 4 to 1 in English and Maths
Absence rate at KS4	8.8%	5.2%

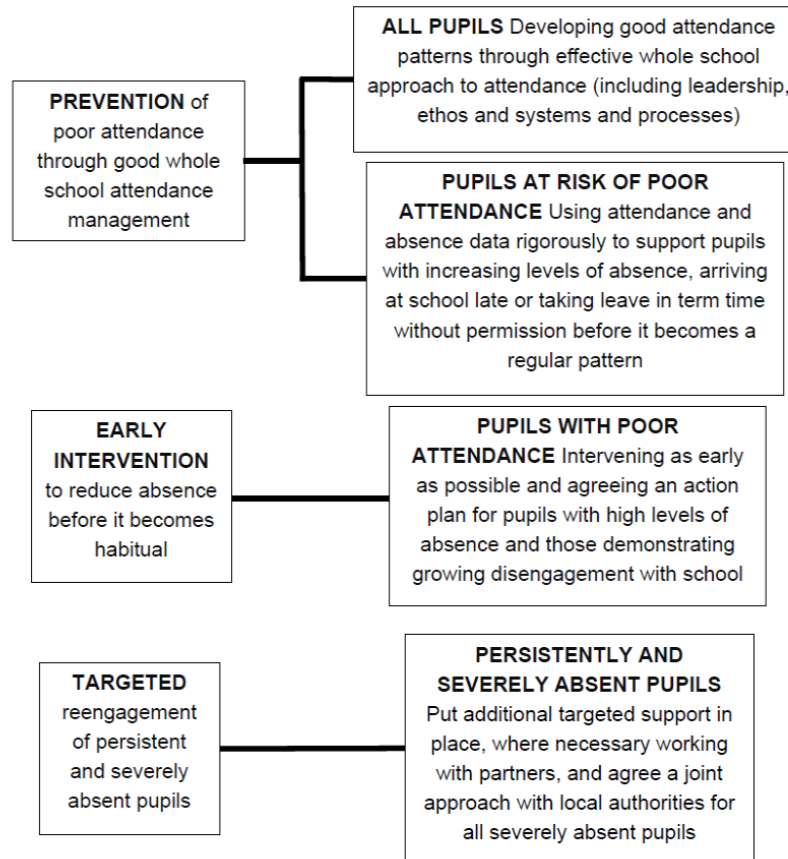


A schools Attendance Policy should include:

- The attendance and punctuality expectations of pupils and parents
- The name and contact details of the senior leader responsible for the strategic approach to attendance in school
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis
- The school's day to day processes for managing attendance
- How the school is promoting and incentivising good attendance
- The school's strategy for using data to target attendance
- The school's strategy for reducing persistent and severe absence
- The point at which Fixed Penalty Notices for absence and other sanctions will be sought if support is not appropriate



Effective School Attendance Improvement and Management



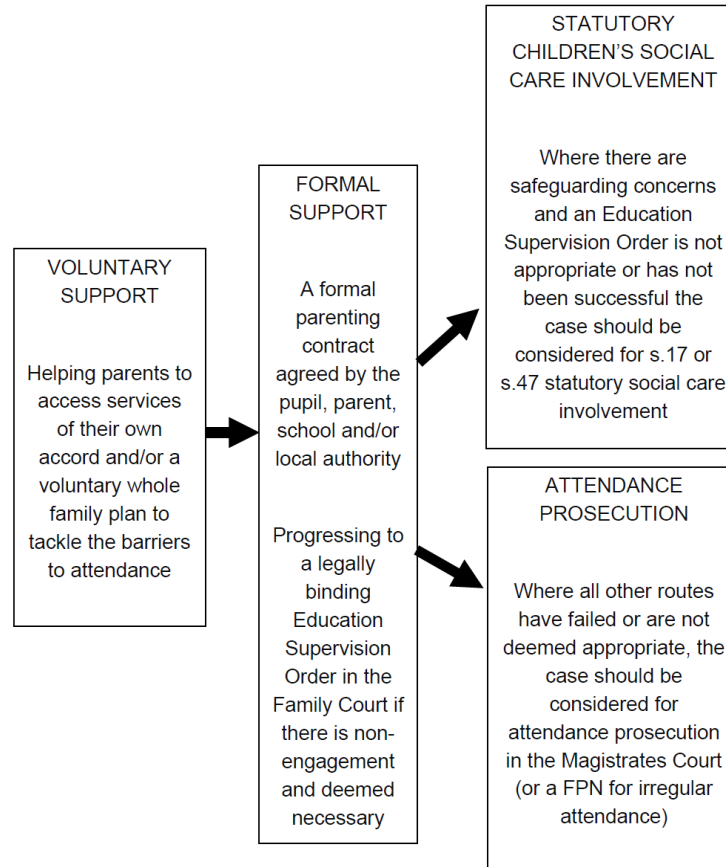
School responsibilities

School attendance Management

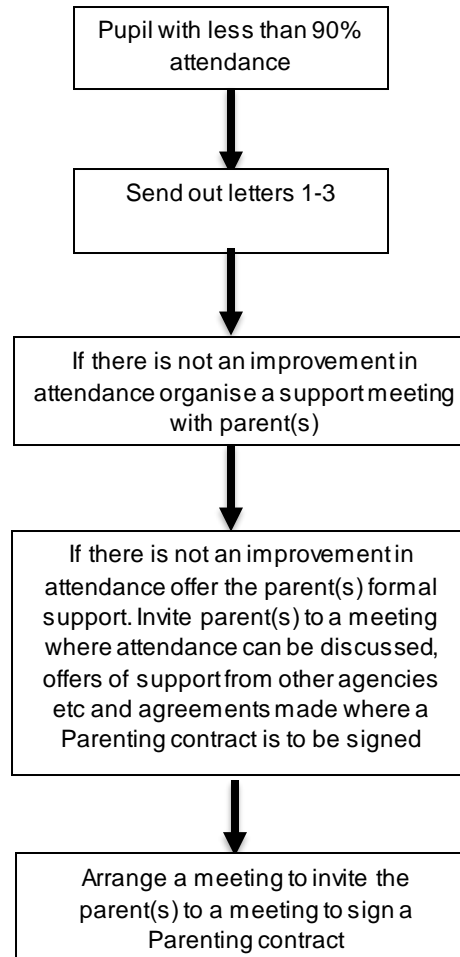
- First day calling
- Home visits, calls and/or sending out letters from the school
- Late gates
- Parent drop ins or attendance services
- Providing advice and support on attendance at parents' evenings
- Running attendance reward and recognition systems
- Attendance assemblies
- Analysing the school's data
- Contacting families and understanding what the barriers to attendance are
- Setting up and leading attendance meetings with families
- Developing in school reasonable adjustments and initial attendance action plans
- Completion of referrals to other services, including early help assessments



Attendance interventions



Voluntary Support to be offered by the school



Range of formal interventions that can be used by schools

Range of formal interventions

- Parenting contract
- Attendance panel agreement



Parenting contracts

The purpose and what it is

- To work in partnership with the parent(s)
- Formal written agreement between a parent and either the school (with the exception of independent schools and non-maintained special schools)
- local authority to address irregular attendance at school or alternative provision
- Not legally binding
- Not a punitive tool
- Supportive tool
- An alternative to prosecution
- Parents cannot be compelled to enter a contract, neither can they be agreed in a parent's absence



Parenting contracts

The parenting contract should contain the following:

- Details of the requirements the parent(s) is expected to comply with.
- A statement from the school and/or local authority agreeing to provide support to the parent(s) to meet the requirements and setting out details of the support.
- A statement by the parent that they agree to comply with the requirements for the period of time specified by the contract.



The Parenting contract document further explained

Parenting Contract Agreement

(This document should be completed when a parent attends the schools formal attendance meeting)

Date of meeting:	
Full name of pupil:	
DOB:	Age:
Full address:	
School Name:	
School year:	
CIN/CP:	Yes/No SEND support: Yes/No EHCP: Yes/No

Persons with Parental Responsibility (this includes birth parents and persons with parental responsibility or who have day to day care of the child)

Parental Responsibility	Full name	Tick to confirm present at meeting
Father		
Mother		
Other:		
Grandparent		
Carer		

All present at meeting

Professional	Full Name
School senior attendance lead	
School attendance officer	
Other professionals:	
Keyworker/Social worker/Housing officer/SEND Officer/ YOS Officer/ School Nurse/GP or other health professional/ Safer Schools Police Officer	

Reason for Panel meeting

(Pupil's name) attendance is currently **XX%** out of a possible **XX** sessions. (pupil name) has only managed to attend **XX** sessions.

1. Actions taken to date to improve student's school attendance:

(School should detail all interventions and offers of support to remove barriers to the pupil attending school) E.g. Phone calls, letters, invite to voluntary support meeting, EHA offered/completed, school nurse, considerations for any SEND support, referral for educational psychologist, communication with GP/ other health professionals, reduced timetable, adjusted start/finish time, offer of school pastoral support, incentives, liaising with other LA contacts e.g. social work, keyworker, housing officer. This list is not exhaustive and can include other offers of support, professional and interventions.

2. Pupil's comments:

(Where appropriate the pupil can attend the panel meeting. This may be with or with parents present)

If the child is of primary school age and is not an independent traveller, then the voice of the child should be captured ahead of the meeting possibly using a tool such as the 'My school and me' template available on [LEAP](#)

3. Parent's comments:

(Use this space to capture the parent's comments as to why their child has poor attendance)

4. How is this absence affecting the pupil's progress at school? What can we as a school do to support the pupil to attend regularly:

(Outline the impact of the poor attendance for the pupil. This may include the impact of social and academic issues, e.g. Missing intervention groups/catch up sessions, key learning, an impact on social development with peers)

5. What is going well for the pupil in school:

(Outline positive points for the pupil when in school. This may be how well they are performing in a particular subject, how they interact with their peers and having a friendship group)

6. What will parents do to support the pupil to attend school every day:

(What actions can the parent agree to do to ensure that the pupil attends daily? This may be bringing the child to each school day, offering incentives for attendance or sanctions for truancy)

7. Any other action/support by a named member of staff:

(Is there any support that can be offered by specific member of staff. E.g. Mentor/ pastoral support, school family keyworker, access to trusted staff member for 'check ins', time out cards when feeling overwhelmed)

Decisions

Parent/carers:

- Must ensure their child attends every day that the school is open for them and is on time for registration
- Provide medical evidence to the school if the child's absence is due to illness
- Must contact the school should there be difficulties with the above points.

School:

We will only authorise any absence through illness if supported by medical evidence. Alternatively, you can bring (child's name) into school if they are unwell and allow the school to decide whether (child's name) is well enough to stay in school. If the school feels that he/she is too unwell, then you will not have to provide medical evidence for that absence.

We will be available for advice and support during the review period. If the pupil named in the agreement does not attend regularly and punctually a referral may be made to the Attendance Support Team at Hillingdon Council who may consider:

- Issuing a Penalty Notice of £60.00 to each parent/carers
- prosecution at Magistrate Court
- an Education Supervision Order or
- a Parenting Order.

The pupil's attendance will be reviewed on: (set a date to review of at least 4 school weeks).

I accept the parenting contract agreement decisions above and agree to comply with the requirements.

_____ Signed Parent/Carer

_____ Signed Parent/Carer

_____ Signed Pupil

_____ Signed Headteacher/ School Attendance Lead

_____ Witness



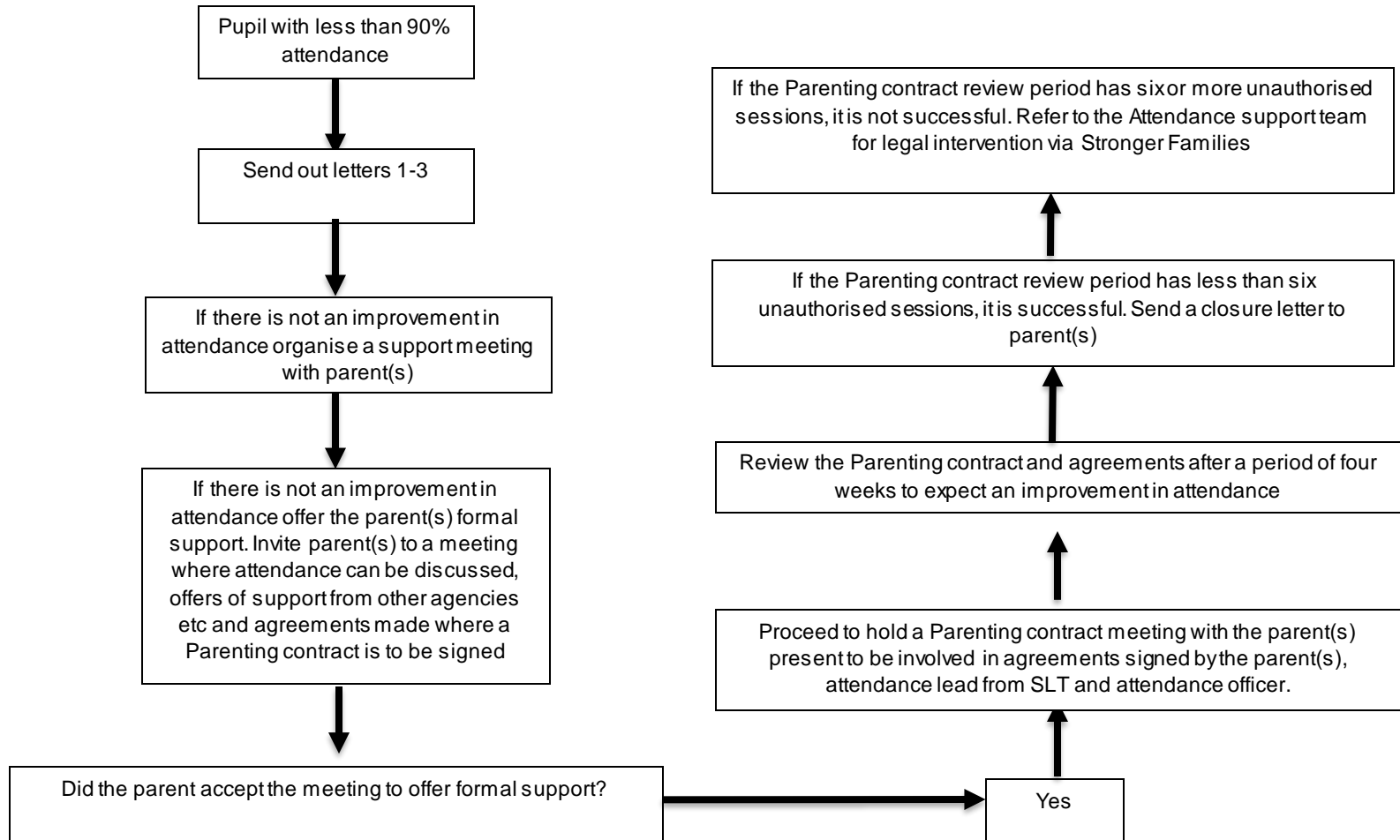
Parenting contracts

Non-compliance of a parenting contract:

- The lead practitioner should contact the parent and seek an explanation
- decide whether it is reasonable, and the contract remains useful
- the contract is proving difficult to comply with through no fault of the parent, then a meeting should be arranged with the parent to review and amend it
- Where no explanation is given, or the lead practitioner is not satisfied with the explanation, they should serve the parent with a warning to explain that the contract is not working and may be terminated, and another course of action pursued, if the parent does not engage
- This may be in the form of a letter, and record of it should be kept



Formal interventions that are to be held by the school – Parenting contract



Attendance panel agreements

The purpose and where they may be appropriate

- A formal intervention
- Where a parent(s) has failed twice to attend an organised meeting to discuss attendance and a parenting contract was to be offered
- The attendance Panel agreement is held in the parents' absence.



The Attendance Panel document further explained

Attendance Panel Agreement

(This document should be completed when a parent attends the schools formal attendance meeting)

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(Is there any support that can be offered by specific member of staff. E.g. Mentor/pastoral support, school family keyworker, access to trusted staff member for 'check ins', time out cards when feeling overwhelmed)

Decisions made by the panel in the parents absence

Parent/carers:

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- Provide medical evidence to the school if the child's absence is due to illness
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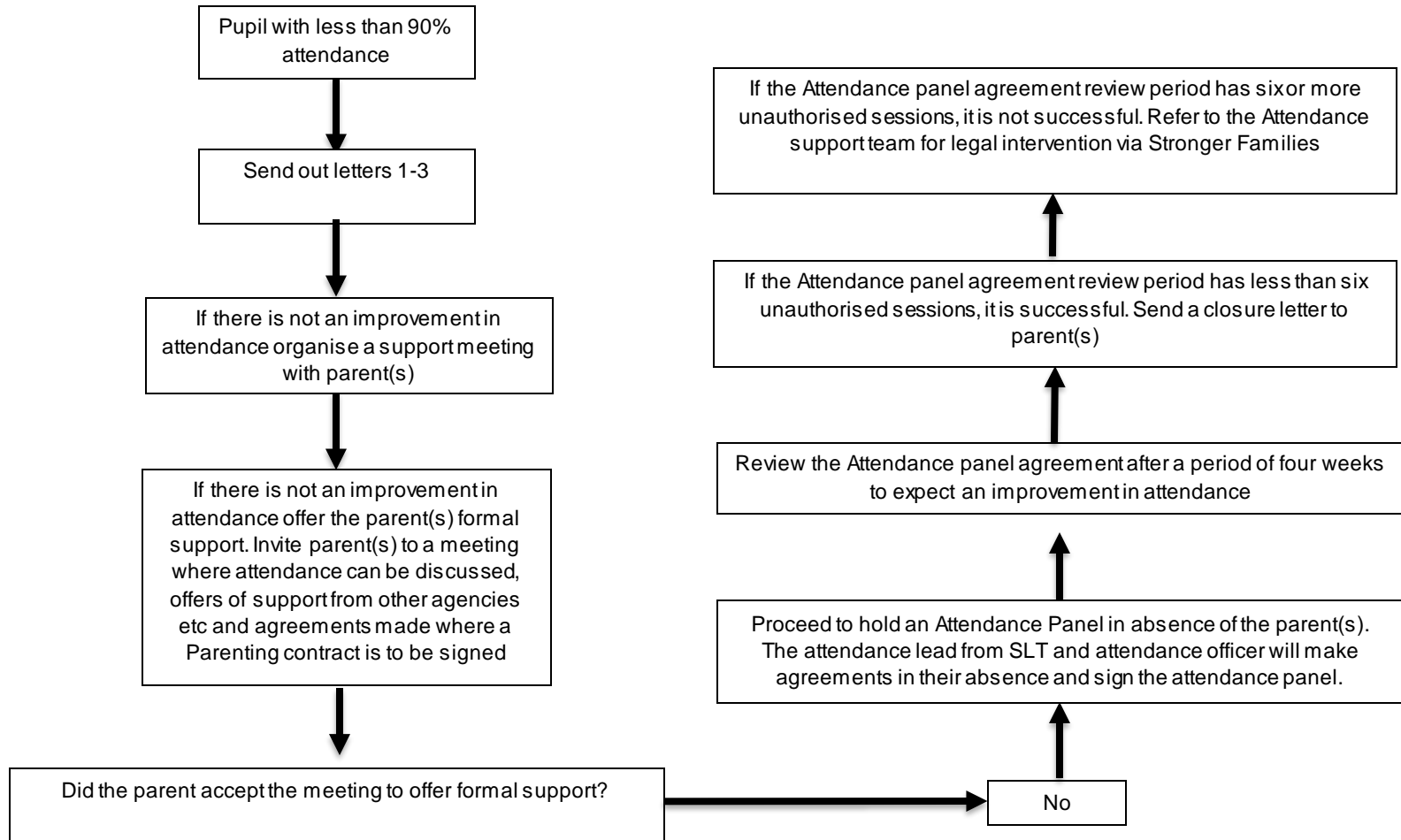
_____ Signed Pupil

_____ Signed Headteacher/ School Attendance Lead

_____ Witness



Formal interventions that are to be held by the school – Attendance panel



Education Supervision Orders (ESO)

The purpose and what it is

- A legally binding order applied and made through the Family or High Court
- Can be a useful alternative to provide formal legal intervention without criminal prosecution
- Gives the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education
- The order initially lasts for one year, but extensions can be secured
- For the duration of the ESO, the parent's duties to secure the child's education and regular attendance and there is a duty to comply with any directions given by the local authority under the ESO



Education Supervision Orders

Contents of an ESO

- An officer of the local authority will be chosen to act as the supervisor of the order on the authority's behalf
- It does not need to be an attendance officer, rather it should be whichever lead practitioner is working with the family (including their social worker where appropriate)
- Schools should work in partnership with the local authority and whilst the designated supervisor (the officer of the local authority) retains overall responsibility, schools can and should provide support and supervision where appropriate
- The supervisor must determine any directions (requirements the parent must adhere to) to give whilst the order is in force



Education Supervision Orders

Contents of an ESO

- There is not a prescribed list, but they may include:
 - Requiring the parent(s) to attend support meetings
 - Requiring the parent(s) to attend a parenting programme or counselling
 - Requiring the parent(s) to access support services
 - Requiring an assessment by an educational psychologist

Review meetings involving all parties (including the school) should be held every 3 months throughout the period the ESO is in force



Education Supervision Orders

- **Non-compliance with an ESO**
- Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence
- Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order
- Parents upon conviction will be liable to a fine of up to £1,000
- The lead officer should also raise persistent failure to comply with children's social care services, work together to investigate the circumstances of the pupil and decide whether it is appropriate for any further action to be taken
- This can include statutory social care involvement to secure the child's welfare.



Range of legal interventions used by the Attendance support team

Range of legal interventions

- Education Supervision Orders (ESO)
- Parenting Orders
- Fixed penalty notices
- Building attendance into child in need or child protection plans where relevant
- Taking forward attendance prosecutions including for persistently breaching as a last resort where all other routes have been exhausted or deemed inappropriate.



When should legal intervention be used?

- Once the individual circumstances of the family have been considered
- Once the full range of attendance interventions have been completed by the school
- Where it is clear it will change parental behaviour



How to refer for legal interventions

Prior to referral please ensure that:

- All forms of support has been collated such as the Parenting contract or Attendance panel agreement is included in the referral
- All previous evidence of support such as minutes from meetings or letters from other agencies involved has been collated as part of your referral
- Depending on the progression of the case a witness statement may be required
- Referrals will still be made via [Stronger Families - Hillingdon Council](#)



Contact details

Email: attendancesupport@Hillingdon.gov.uk or your allocated Attendance Support Officer.

