

SERVICE SPECIFICATION

Attendance Advisory Service - Supervision Academic Year 2026 – 2027

What we do

The Attendance Advisory Service works in partnership with schools to ensure that children and young people who are vulnerable access education and that all pupils attain their full potential.

Our Supervision service supports schools in implementing a consistent and effective practice that improves attendance and punctuality and reduce persistent absence of pupils.

The Attendance Advisory Service will provide a nominated AAS Officer / supervisor who will:

- Visit the school at times appointed to discuss and advise on attendance issues with the nominated school attendance officer/lead officer.
- Meet with the school/academy' nominated member of staff, who has responsibility for dealing with attendance matters.
- Conduct annual statutory register audits.
- Advise the School Attendance Officer regarding the removal of pupils from the school roll, to ensure compliance with the 'Grounds for Deletion' under regulation 9 of the School Attendance (Pupil Registration) (Regulations) (England) Regulations 2024.
- Advise the schools' Attendance Officer/Lead to use all resources available to improve school attendance i.e. School action requirements, Parenting Contracts, Penalty Notices, Statutory Intervention Consideration Meetings, referrals to Magistrates court.
- Review the effectiveness of targets set by school each term.
- Analyse school attendance data provided by School Attendance Officer.
- Provide supervision to the allocated School Attendance Officer.
- Chair statutory Intervention Consideration Meetings (within time allocation and package purchased) at the school, where all attempts to improve attendance have been unsuccessful.
- Offer guidance on DFE initiatives and legislation.
- Support and guide the School Attendance Lead/Officer in preparing reports for a Statutory Intervention Consideration Meeting and the production of witness statements for presentation to Magistrates Court.



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Requirements

Schools/Academies will:

- Have a fully trained nominated School Attendance Officer (cost of Training 2 days for an attendance officer £369).
- Keep up to date records on attendance, and make these available for supervision meetings, register audits and data Analysis. Provide a suitable working environment for supervision meetings and Statutory Intervention Consideration Meetings.
- Undertake intervention, prevention and support to pupils and families where attendance is becoming a concern.
- Evidence actions taken, case work and communications with Parent/carers of any attendance concerns.
- Complete preparation work prior to the meeting with the AAS Officer Appointed Supervisor, to demonstrate improve school attendance i.e., Parenting Contracts, Penalty Notices, Statutory Intervention Consideration Meetings, referrals to Magistrates court.
- Analyse attendance data on a regular basis.
- Will work within the local authority's Penalty Notice Code of Conduct and guidelines, adhering to timescales for issuing PN's and court section 9 statements.
- Follow Attendance, Safeguarding and CME procedures, complying with statutory guidance 'Working Together to Improve School Attendance', 'Keeping Children Safe in Education', 'Working Together to Safeguard Children' and 'Children Missing Education Statutory Guidance September 2024'.
- The School Attendance Officer/Lead will attend Magistrates Court as a witness in cases referred to trial.

Contact Details

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