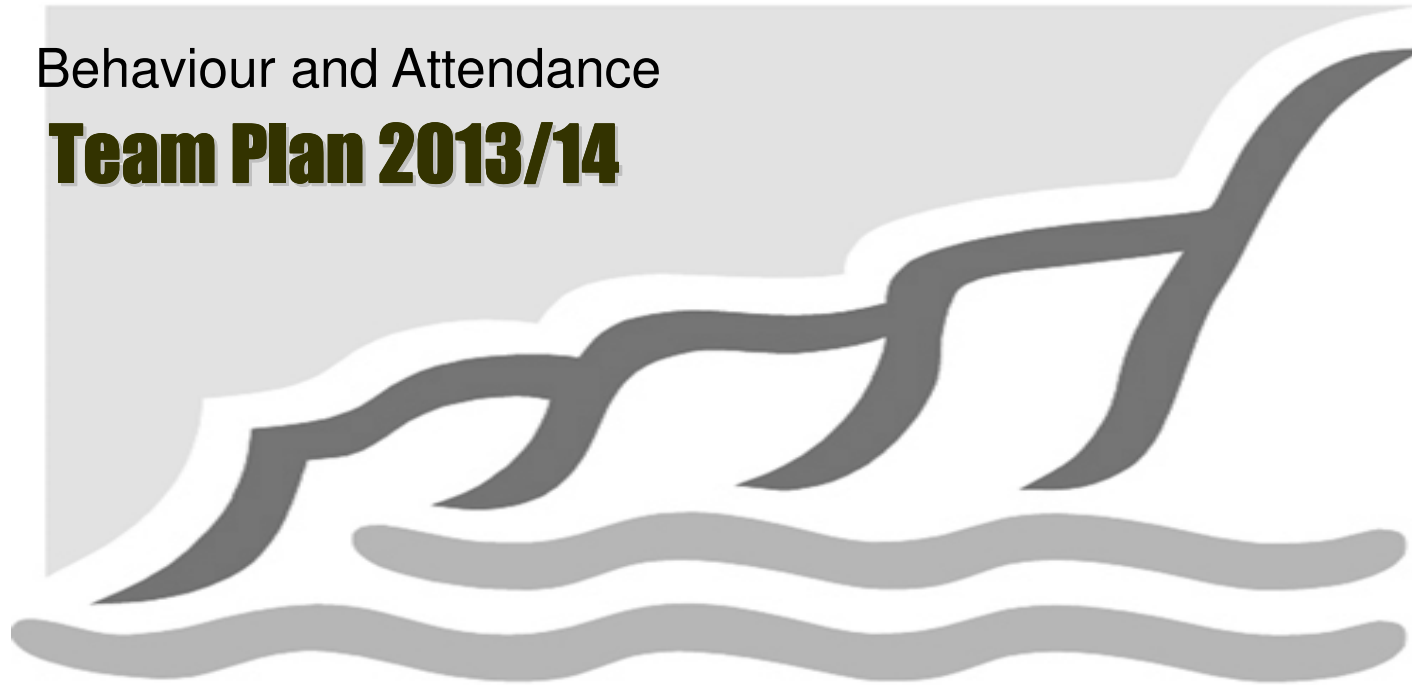


VALE of GLAMORGAN

Behaviour and Attendance

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Nicky Sturgess
Service Plan	Learning and Skills ~ Behaviour and Attendance Service
Date signed off	14 th January 2014
Signed off by	<i>R. Jones</i>

Outcome 2:	Vulnerable learners make accelerated progress
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Objective 6:	To improve attendance and maintain learner engagement and participation
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Context for this objective:	Progress has been made in recent years to improve attendance at both primary and secondary levels but it is essential that this work continues due to the direct link between absence levels and outcomes
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS06/A052	Monitor attendance every month to identify pupils with less than 80% attendance. Cross reference with EWS casework list.	Pupils with low attendance are regularly checked for EWS involvement. Schools will be advised to refer appropriate pupils to the EWS	H	IE	October 13	August 14		
LS06/A054	Lead for Behaviour and Attendance to provide attendance data to SLs and	Attendance information shared every term with SLs to	H	NS	September 13	August 14	Existing resources	

	raise attendance concerns in termly meetings.	ensure that attendance is discussed during HT visits						
LS06/A057	Promote the Callio approach to improving attendance in schools, particularly in relation to the school audit toolkit.	At least 15 schools complete the audit toolkit and submit them to the SEWO	H	IE	October 13	August 14	Existing resources	
LSO/A057	Work with the Consortium Attendance Strategy Group to identify good practice	Ensure that good practice identified in the Consortium Attendance Strategy Group is shared with the EWS and the SI & IS	H	IE/NS	October 13	August 14	Existing resources	
LS06/A058 (CSCYP/A2)	Ensure Exclusion Forum has relevant and up to date information about exclusions. Improve tracking system for pupils identified by Exclusion Forum to ensure that actions	Exclusion Forum accesses more relevant data. Actions arising from the Forum show a reduction in pupil's risk of exclusion.	H	NS	September 13	August 14	Existing resources	

	arising are completed and have impact							
LS06/A058 (CSCYP/A2.1)	Develop the work of the Exclusion Forum by targeting those pupils at secondary schools who are at risk of further exclusion	Reduced fixed term exclusions for targeted pupils referred via the Exclusion Forum Project	H	NS	November 13	August 14	Existing resources	
LS06/A058 (CSCYP/A2.1) LS06/A062 (CP)	Deliver training in Team Teach, Assertive Discipline, Nurture and Positive Behaviour Management to a range of school staff.	At least 20 schools access training and give positive evaluations of the courses	H	SM HD NS	September 13	August 14	Existing resources	
LS06/A059	Monitor attendance data of secondary schools every half term. To record progress against set target. To inform head teacher of progress against target at least every term.	Regular review of secondary schools' attendance data. Regular information shared with head teachers. Attendance improves and school targets	H	IE	October 13	August 14	Existing resources	

		are achieved.						
LS06/A061 (CP)	Training in Assertive Discipline is offered in the Training Directory. At least 10 staff access training	Evaluation from training course identify how teachers will use the training to improve behaviour in their classroom.						
LS06/A0 62 (CP)	Develop a tracking system to monitor attainments and/or achievements of children or young people known or previously known to the Youth Justice System compared with young people not known to the service.	Tracking system developed and regularly monitored	H	NS	October 13	August 14	Existing resources	

Outcome 2:	Vulnerable learners make accelerated progress
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Objective7:	To develop provision to meet individual learner needs
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Context for this objective:	The Council is committed to ensuring pupil needs are met, that they feel fully supported, motivated and challenged to achieve more
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS07/A071 (SEP)	Regularly monitor the attendance of vulnerable pupils to ensure that appropriate referrals are made to the EWS	Vulnerable pupils with attendance below 80% are identified for referral to the EWS	H	IE	November 13	August 14	Existing resources	

Outcome 2 :	Vulnerable learners make accelerated progress
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Objective 8:	To narrow the gap between the success of vulnerable learners and their peers
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Context for this objective:	The Council is committed to reducing the relative gap in achievement between those pupils eligible for free school meals and those who are not
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS08/A072	Ensure a robust monitoring system for ALSP pupils is in place and updated daily with attendance figures produced each month. All ALSP pupils are referred to Careers Wales during Y11.	Monitoring system in place and attendance data for ALSP pupils is available each month. At least 50% of pupils regularly access 5 day provision.	H	IE	September 13	August 14		
LS08/A072	Pupils at risk of further exclusion and leaving KS4 access support to	Pupils referred to the Exclusion Forum Project and who are	H	NS	November 13	August 14	Existing resources	

	ensure that, when appropriate, they are referred on to appropriate programmes	leaving KS4 have identified outcomes to prevent them becoming NEET						
LS08/A072	Pupils referred to D2E Forum and ALSP are monitored to ensure that their names are transferred to Careers Wales	The names of all pupils referred to D2E Forum and ALSP are offered and attend at least one interview with Careers Wales	H	NS/IE	October 13	August 14	Existing resources	

Outcome 3:	Learning environments are stimulating, safe, healthy, secure and efficient.
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Objective 10:	Robust safeguarding arrangements are in place in all learning settings.
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Context for this objective:	
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS10/A087	Implement a rolling programme of Team Teach to ensure that at least 10 more schools have adults trained in de-escalation techniques and physical intervention	Positive evaluations received from at least 10 schools' staff who have attended Team Teach training this year	H	SM	September 13	August 14	Existing resources	
LS10/A089	All team meetings for EWS and BIT include Safeguarding as a standing item	Safeguarding is included in all team agendas and minutes. Safeguarding concerns are	H	IE/NS	September 13	August 14	Existing resources	

		appropriately raised, discussed and actioned.							
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Outcome PIAP Rec 2:	Improve the rigour and the level of challenge provided to schools about their performance and quality of leadership
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Objective 2.1:	Improvement targets reflect both WG model predications and the most appropriate FFT estimates (usually Model D), particularly in our targeted primary and secondary schools - (Appendix 1 to 6)
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Context for this objective:	
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
PIAP 2.1	Set appropriately challenging targets for secondary school attendance. Ensure that school attendance is monitored against target and fed back to SLs and head teachers	Appropriately challenging targets set and regularly monitored. Information shared with Head Teachers and SLs.	H	NS/IE	Sept 13	August 14	Existing resources	

Outcome PIAP Objective 4:	Make sure that planning for improvement is thorough and consistent throughout all services
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Objective 4.2:	Redevelop the team planning throughout the Directorate ensuring that they show milestones, quantifiable targets, identified resources and clear links to service, corporate and strategic plans
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Context for this objective:	
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
PIAP 4.2	Submit at least 3 PIDs for work being undertaken by the EWS and Behaviour Team. Ensure that impact of work can be evidenced.	PIDs developed, reviewed and impact identified	H	NS IE SM HD	September 13	August 14	Existing resources	

Outcome PIAP R6:	Strengthen arrangements for monitoring and evaluating the well-being of children and young people
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Objective 6.2:	Improve data analysis of attendance to improve performance
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Context for this objective:	
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
6.2	Provide an appropriate programme of induction for the Callio attendance officers	Induction programme for all Callio attendance officers is supported by the EWS	H	IE	November 13	August 14	Existing resources	
	Train the EWS and Behaviour Team in information systems	Greater confidence in monitoring attendance of schools and individual pupils	H	NSIE	November 13	August 14	Existing resources	
Additional Suggestion	Develop improved monitoring systems	Attendance data is regularly	H	NS/IE	September 13	August 14	Existing resources	

for PIAP	for pupils referred to the EWS and Behaviour Team. Ensure that the impact of intervention is evidenced.	updated monthly by EWOs and discussed in Supervision. Information about referred pupils' behaviour and progress against target is recorded at least every term						
Additional Suggestion for PIAP	Introduce a pupil questionnaire for children who have accessed behaviour support. Use this information to further improve the service.	Develop an accessible questionnaire to be used by pupils. Analyse responses, present findings and consider improvements	M	NS	September 13	August 14	Existing resources	
Additional Suggestion from Howevers	Ensure that information about the Behaviour Team and EWS is available for parents	Leaflet about support offered and how it is accessed is distributed to schools for parents. Website is made easier to navigate	M	NS/IE	September 13	August 14	Existing resources	

