

Portsmouth Education Partnership (PEP)

Behaviour and attendance Group

Terms of Reference

1. Introduction

The Behaviour and Attendance Group will support the implementation of the Portsmouth Education Strategy 2020-2023, contributing to the vision and overall themes of the strategy, and leading on Priority 8 of the strategy: *ensure all pupils regularly attend school.*

The key performance indicator which will be used to contribute to the judgement of the impact of the strategy includes: school attendance, exclusions, reduced timetables and elective home education.

Our vision as outlined in the Portsmouth Education Strategy is that through working together we can ensure that: *All children and young people make good progress through education which sets high expectations for them, is infused with restorative high support and high challenge and which is supported through leading edge use of digital technology, empowering them to drive their own learning anywhere.*

A central theme of the PEP strategy is inclusion - *creating an educational environment that is welcoming to all children and young people and not giving up on any child whatever their circumstances.*

The strategy will also have running through it a commitment to engage with schools and partners to develop and share anti-racism training and resources in response to Black Lives Matter.

2. Key purpose

The key purpose of the Group is:

- To take the strategic lead in improving attendance, reducing exclusion and improving behaviour, including driving the cities attendance strategies.
- That members of the group ensure effective links are maintained between them and the respective groups they represent, including reporting back the outcomes of discussions.
- The group maintains an overview and monitors city performance data on attendance, exclusion, reduced time tables, alternative provision and the Fair Access Protocol.

- That the group helps identify best practice around bullying, attendance and exclusion and this is fed back to schools and other agencies.
- That the group reviews any new or existing guidance, and informs relevant parties.
- That the group provides support and challenge to schools where indicators suggest there is cause for concern.

3. Key responsibilities

The key responsibilities of the Group during 2020/21 are to:

- Ensure schools are supported and challenged and there is effective leadership and management of school attendance in place
- Maintain an overview of Permanent and fixed period exclusions through the effective use of alternative provision (in house and externally commissioned) and use of alternative exclusions (where COVID plans allow)
- Maintain an overview of reduced timetables especially those that go beyond 6 weeks
- Maintain an overview of Elective Home Education (EHE) adhering to the principles of the EHE protocol that was agreed with Headteachers in 2019 and monitor any increase in Elective Home Education as a result of the pandemic.
- Review the impact of the School campaign including the tool kit for schools and materials for partner organisations and all professionals who are working with families.
- Review the effectiveness of Welcome Back Plans (short term plans of less than 6 weeks) which schools used to support a return to school for those pupils (and their families) that require additional support to get them back into school.
- Review the impact of the LA Link Co-ordinators and the role they are playing to support schools' work with vulnerable families (with a specific focus on attendance).
- Work with partners from health, social care, education so that school attendance becomes everyone's business
- Continue to give a high profile to key attendance messages including driving attendance strategies and effective communication to schools and parents.
- Review overall attendance with a specific focus on chronic absence (below 50%).

4. Membership

The membership of the Group is as follows:

Chair:	Ashley Howard, HT Highbury Primary
Vice-Chair:	Neil Stevenson, Education, PCC
Secondary	Rob Kelly
HT of secondary	Christian Downs, HT Castle View Academy
Social care	Adam Shepherd, Children & Families, PCC

Primary HT	Wendy Fowler, HT Milton Park Primary
Health	Lorraine Fenner, Solent NHS Trust
HT secondary	Simon Graham, HT St Edmund's Catholic School
Attendance	Donald McIntyre, Education, PCC
Early Help	

The membership of the Group will be continually reviewed and monitored.

In the spirit of openness and transparency, any headteacher within the city is at liberty to request to attend meetings of this group/board in the capacity of an observer.

5. Chairing, frequency of meetings and administration

The Group will be chaired or vice-chaired by a local education leader from an education setting or Multi Academy Trust. The length of service will be for at least one year and will be reviewed at the end of each academic year.

The Group will meet at least termly.

Minutes of the meetings will be circulated to all members as soon as available and shared on the PEP website. The agenda and supporting papers will be sent out in advance of each meeting.

6. Accountability and governance arrangements

The Group will report and be accountable to the PEP Strategic Board.