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Attendance Price List

All of our prices quoted below are subject to change.
VAT will be charged at the prevailing rate and travel expenses outside of the West Midlands charged at £0.45 per mile.

We also offer a bespoke telephone advice service at £40 the hour.

A Service Level Agreement is available for **ALL** of our services on request.

VAT number - 190 1411 42

ATTENDANCE

Product Number	Description	Price
1	<p>Full Attendance Service Level Agreement</p> <p>This includes a trained consultant who will:</p> <ul style="list-style-type: none">• Work with your school to carry out a full attendance audit producing a clear focused action plan.• Visits to your setting at least every term to audit cases and provide advice on appropriate escalation to the Local Authority.• Lead whole/individual staff training when required.• Provide advice on effective attendance record keeping.• Carry out late gates and punctuality audits.• Provide advice on court evidence.• Attend family contract meetings, holiday meetings and/or pupil induction meetings.• Attend governors' meetings and parents evening.• Provide advice and support on non-compulsory school age.• Keep the school informed of any relevant changes in legislation.	<p>Prices range between:</p> <p>£4500 and £7500 per year</p> <p>Discount applied to 2 and 3 year SLA purchases</p>

You will also receive:

- A separate support team for door knocking and home visits on a daily basis.
- Free access to all our toolkits to support your in-school practice.
- An end of year impact summary report.

Attendance helpline and casework supervision also included

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Service Level Agreement for challenging calls and home visits

This includes:

- General advice, via the phone or e-mail in respect to attendance practices and procedures in relation to case work.
- Access to a request line from 9.30am until 4pm (term time only) to book home visits and challenging calls to be undertaken on the clients behalf.
- Challenging calls and home visits to client's families within 12-24 hours. The timing of the visits will be allocated based on priority need and consultant availability. Home visits of a safeguarding nature (a child who is on a child protection plan or children in

Prices range between:

£2500 and £4500 per year

	<p>need plan) will always take precedence.</p> <ul style="list-style-type: none">• Feedback and guidance for the client in relation to all calls and home visits undertaken by the consultant in accordance with the client's own policy. <p>Attendance helpline also included</p> <p>Casework supervision can be added at an additional cost</p>	
3	<p>Pupil safe and well service</p> <p>Tailored support during the school holidays.</p> <p>Designed to support schools address the needs of every family, including:</p> <ul style="list-style-type: none">• Home visits during school holidays to extend existing safeguarding procedures.• Individual attendance action plans designed to promote attendance for families known to be facing barriers with achieving regular attendance.• Provide tailored support for vulnerable families.• Supporting schools and families during transition periods.• Supporting schools with attendance drives and initiatives.	<p>Prices range between:</p> <p>£1500 and £2000 per year</p>

	* service not available during the Christmas holidays.	
4	<p>Attendance Helpline</p> <p>Year-round access to a daily support system designed to assist schools with attendance queries, including:</p> <ul style="list-style-type: none"> • Designated telephone number and email address. • Support for experienced staff and those new to the role. • Advise on procedures and practice. • Share best practice. • Information on DfE guidance and regulations. • Advise on how to improve the attendance of individual and groups of pupils. • Ensure safeguarding procedures are followed correctly. 	£650 per year
5	<p>Casework supervision</p> <p>Designed to provide support for your existing attendance team, this includes:</p> <ul style="list-style-type: none"> • Providing guidance on individual cases. • Advise on whole school strategies designed to promote attendance of all pupils. 	£50 per hour

	<ul style="list-style-type: none"> • Review procedures and practice. • Provide updates on DfE regulations and share best practice. • Policy reviews. • Training. 	
6	<p>Attendance audit and action plan</p> <p>Designed to identify existing strengths in reducing pupil absence, and where further development is required to ensure attendance is maximised for all pupil, including:</p> <ul style="list-style-type: none"> • A review of attendance policies, practice, procedures, and strategies. • An analysis of data. • Identifying training needs. • Ensuring the school is prepared for an Ofsted inspection. • Identifying any safeguarding issues relating to attendance. • Devising a whole school attendance action plan presented in a detailed report. 	£650
7	Truancy Sweeps / late gates	Price from £420 per sweep or 3 sweeps across the year £1100 or 6 sweeps across the year for £2100
8	Attendance Toolkits as listed:	

	<ul style="list-style-type: none"> • Tackling School Attendance - the no nonsense approach • Tackling Persistent Absenteeism • Communicating Attendance Expectations with Parents • Managing Effective Casework • Tackling Term Time Holidays in School • Academy Guidance on Prosecutions • Tackling Punctuality in School • Children Missing in Education • Attendance Week Resources • Dealing with Challenging Parents and Families in your role as an Attendance Lead 	<p>£200 per toolkit</p> <p>£100 per toolkit</p> <p>£50 per toolkit</p> <p>Training on toolkit £250 (per 2 hour session)</p>
9	<p>Training programmes:</p> <ul style="list-style-type: none"> • Whole staff training • Attendance and Ofsted • Managing attendance in an academy • Focusing on families to improve attendance • Working together to reduce absenteeism • Working with Parents • Registers, coding and attendance • Attendance officer training • Children missing in education and home 	<p>£200 per session (up to 6 delegates) extra delegates are charged at £25 each, sessions are approximately 1.5 hours in duration.</p>

	<p>education</p> <ul style="list-style-type: none"> • Managing effective coursework • Leave of absence during term time • Dealing with challenging parents and families • Governor lead training (for new and experienced Governors); • Good habits early on: tackling non-compulsory age attendance • Tackling persistent absenteeism • Tackling punctuality and managing lateness • The role of the attendance governor • Reducing persistent absenteeism • Improving punctuality in schools 	
10	Writing parent contracts	Prices from £450 per day
11	Analysing school attendance data and producing a report	Prices from £815 (Includes consultant onsite support)

Please see overleaf for our business terms and conditions

Business Terms and Conditions

Submissions and Acceptance of Applications (Training, Visits and Toolkits)

The client may withdraw his/her application or request without penalty by giving reasonable notice to the Instill Excellence Ltd Administration Department - not less than 1 month prior to the scheduled commencement of the course or scheduled visit. **We will require all cancellations to be in writing with the reason for non-attendance as well as reasons for visit cancellations.**

The submission of a request for courses does not automatically entitle an applicant to be reserved on a place on the course for which the application was made. **Priority will be given to clients on a first come, first serve basis.**

Instill Excellence Ltd will notify the applicant of their acceptance, to a particular course or visit, by giving reasonable notice to the applicant via email.

Postal/Email notification to the applicant of their acceptance on a course, or for a scheduled visit, is deemed to give the applicant actual notice of their acceptance to a particular service request.

Instill Excellence Ltd reserves the right to refuse applicants for any reason.

Cancellation by the Applicant

Where an applicant withdraws their application, with less than 1 calendar month notice, Instill Excellence Ltd will charge the full delegate cost of the course, toolkit or visit, for which he/she has been accepted under. Under such circumstances, it is in the discretion of the company Directors to waive this liability under exceptional circumstances or to allow a substitution to be made.

Cancellation by Instill Excellence Ltd

All training courses will run subject to a sufficient number of applicants having booked.

A decision will be taken 7 days before the event and should cancellation be necessary, schools will be notified as soon as possible.

Where a generic email address is given, the school will be responsible for relaying any message regarding cancellation to their member(s) of staff.

Instill Excellence Ltd reserves the right to amend or cancel, if for whatever reason, they are unable to deliver the advertised event. In these circumstances, Instill Excellence Ltd will endeavour to give adequate notice and wherever possible to offer an alternative date.

Payment Terms and Conditions - company payment terms are strictly **30 days from invoice.**