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Tender

Monitoring of School Attendance

Wolverhampton City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-077683

Procurement identifier (OCID): ocds-h6vhtk-059e6e ([view related notices](#))

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Scope

Reference

CWC25142

Description

Monitoring of School Attendance of Children and Young People in Care and Children and Young People with an Education, Health & Care Plan (OOC).

Wolverhampton City Council (the Council) has a statutory duty to monitor the school attendance of children and young people in care placed in out-of-city independent placements, and for children and young people with Education, Health and Care Plans (EHCPs) attending out-of-city education settings. This duty is primarily governed by the Education Act 1996 and relevant Department for Education (DfE) statutory guidance.

To fulfil this responsibility, the Council requires a service provider capable of delivering a robust service for collecting and monitoring attendance data for these two cohorts.

The overarching aim is to improve school attendance among Wolverhampton pupils placed outside the city by delivering an effective, responsive, and informative service. This will enable the Council to identify and address poor attendance early, ensuring timely intervention in cases of unauthorised absence.

The provider will be expected to achieve the outcomes outlined in the performance indicators and the successful provider is expected to deliver as follows:

- * Implement a robust and efficient attendance monitoring service that ensures accurate and timely collection of attendance data for all education provisions.
- * The service should support multiple methods of data acquisition to maximise coverage and reliability. This may include:
 - Automated extraction of attendance data from education management systems, where integration with the school or setting's system is both feasible and secure,
 - Alternative communication methods, such as direct phone call with provisions or settings, to ensure attendance data is captured even where MIS integration is not possible.

Total value (estimated)

- £171,052 excluding VAT
- £205,262 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

The initial term will be for 3 (three) years, with the option for 1 (one) year extensions.

Main procurement category

Services

CPV classifications

- 72314000 - Data collection and collation services
- 85000000 - Health and social work services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

19 December 2025, 12:00pm

Tender submission deadline

8 January 2026, 12:00pm

Submission address and any special instructions

Tender instructions as stipulated with in the ITT instructions.

Please ensure you are registered at www.wolverhamptontenders.com to be able to access all the tender documents, registration is free.

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Quality Criteria	Approach to service delivery(20%), Reporting and Working with Stakeholders(15%), Meeting KPIs(15%), Social Value(10%) and Equality, Diversity and Inclusion(5%).	Quality	65%

Name	Description	Type	Weighting
Pricing Criteria	Approach to service delivery(20%), Reporting and Working with Stakeholders(15%), Meeting KPIs(15%), Social Value(10%) and Equality, Diversity and Inclusion(5%).	Price	35%

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Documents

Associated tender documents

<http://www.wolverhamptontenders.com>

The following documents are included with in the tender pack:

Appendix B: Service Specification

Appendix B: Pricing Schedule

Appendix D: Contract Terms and Conditions

CWC25142 - Instructions to Below threshold Tender

CWC25142 - Invitation to Below threshold Tender

CWC25142 - Market Warming Pack

Contracting authority

Wolverhampton City Council

- Public Procurement Organisation Number: PVBV-7568-LBLL

Civic Centre, St Peter's Square

Wolverhampton

WV1 1SH

United Kingdom

Email: corporate.procurement@wolverhampton.gov.uk

Website: <http://www.wolverhamptontenders.com>

Region: UKG39 - Wolverhampton

Organisation type: Public authority - sub-central government