

Education Welfare

Traded Services and Reference Guide 2022 - 2023



School attendance matters

Education Welfare contributes to the Barnsley Alliance to promote a cohesive approach to improving education. Our goal is to work together to ensure the very best education outcomes for children and young people in Barnsley.

We share a collective commitment that education in the borough should support the Council's vision for Barnsley to have a **thriving and vibrant economy**; be a place where **people achieve their potential** and where they live **within strong and resilient communities**. We share the vision of the Alliance Education Strategy 2022 and strongly believe that Improving education outcomes for children and young people is a collective priority, fundamental to achieving our broader vision for Barnsley.

Barnsley Education Welfare Service

The Education Welfare Service (EWS) fulfils both statutory and non-statutory functions in relation to compulsory school aged children and young people, addressing issues related to:

- admission and attendance registration
- school attendance and absence
- exclusions and suspensions
- elective home education (EHE)
- children missing from education (CME)
- child employment
- child entertainment
- issuing licences for chaperones

The service provides a specialist team of staff who are qualified and experienced in working with schools to develop systems, procedures and interventions and works in partnership with organisations to improve attendance and reduce persistent absence. The team advises schools, academies and alternative education providers, as well as parents and carers, other professionals and employers, regarding legislation in these areas and supports them in fulfilling their legal responsibilities. Links to legislation, guidance and supporting templates can be found at www.barnsley.gov.uk/education-welfare-service

Responsibilities of schools and academies including independent schools.

- Implement effective systems and procedures for encouraging regular school attendance that meet the requirements of the DfE guidance Working Together To Improve Attendance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf
- Implement a school/academy Attendance Policy. A model school policy can be found on the Education Welfare Service Website <https://www.barnsley.gov.uk/media/19464/model-attendance-policy.pdf>
- Comply with statutory regulations regarding admissions and attendance registration and relevant legislation, including the need to maintain accurate attendance and admission registers in accordance with **The Education (Pupil Registration - England) Regulations 2006**. Schools must inform the EWS when they are about to remove a pupil's name from the admission register under any of the **fifteen grounds listed in the regulations 1 (Annex A)**. This does not apply when a pupils name is removed from admission register at standard transition points. **Annex A can be found on the children missing education policy (CME)**. <https://www.barnsley.gov.uk/media/15957/cme-notification-form.docx>
- To promote inclusion, to develop and embed policy and practice, to reflect an inclusive culture. This includes valuing all individuals and giving equal access and opportunity to all, removing discrimination and other barriers to inclusion and preventing suspensions and exclusions. The Access to Education Guidance supports schools with embedding an inclusive culture and following the legislation in relation to suspension and exclusion. <https://www.barnsley.gov.uk/media/20712/access-to-education-oct-2021.docx>
- To engage the support of other services when a single agency response is not addressing the barriers to attendance and inclusion, Barnsley's Early help toolkit can be found at <https://www.barnsley.gov.uk/services/children-families-and-education/early-help-for-families/early-help-toolkit-for-practitioners/>
- To comply with regulations in relation to elective home education by following the elective home education policy and notifying the education welfare service at the point of receiving notification from the parent that they intend to educate their child at home. <https://www.barnsley.gov.uk/media/19272/ews-elective-home-education-policymarch21.pdf>
- Academies to inform the Education Welfare Service of cases of pupils that meet the criteria for referrals. These referrals should be discussed with your link EWO. The criteria for referral can be found on page five of this document.
- Where the school/academy has not been able to confirm the location of a pupil by the **10th school day of absence**. The school/academy should follow the **children missing education (CME) policy** <https://www.barnsley.gov.uk/media/19461/cme-barnsley-policy-guidance-for-schools-and-academies.pdf>
- If after jointly making reasonable enquiries with the local authority, the school/academy has failed to ascertain the whereabouts of the pupil and the pupil has been absent for **a minimum of 20 school days**, the school/academy can remove the pupil's name from its admission register, in

line with the CME policy. However, confirmation must be obtained by the Education Welfare Service before removing the pupil's name from the school roll. Schools must always act in accordance with the Education Pupil Registration Regulations 2006.

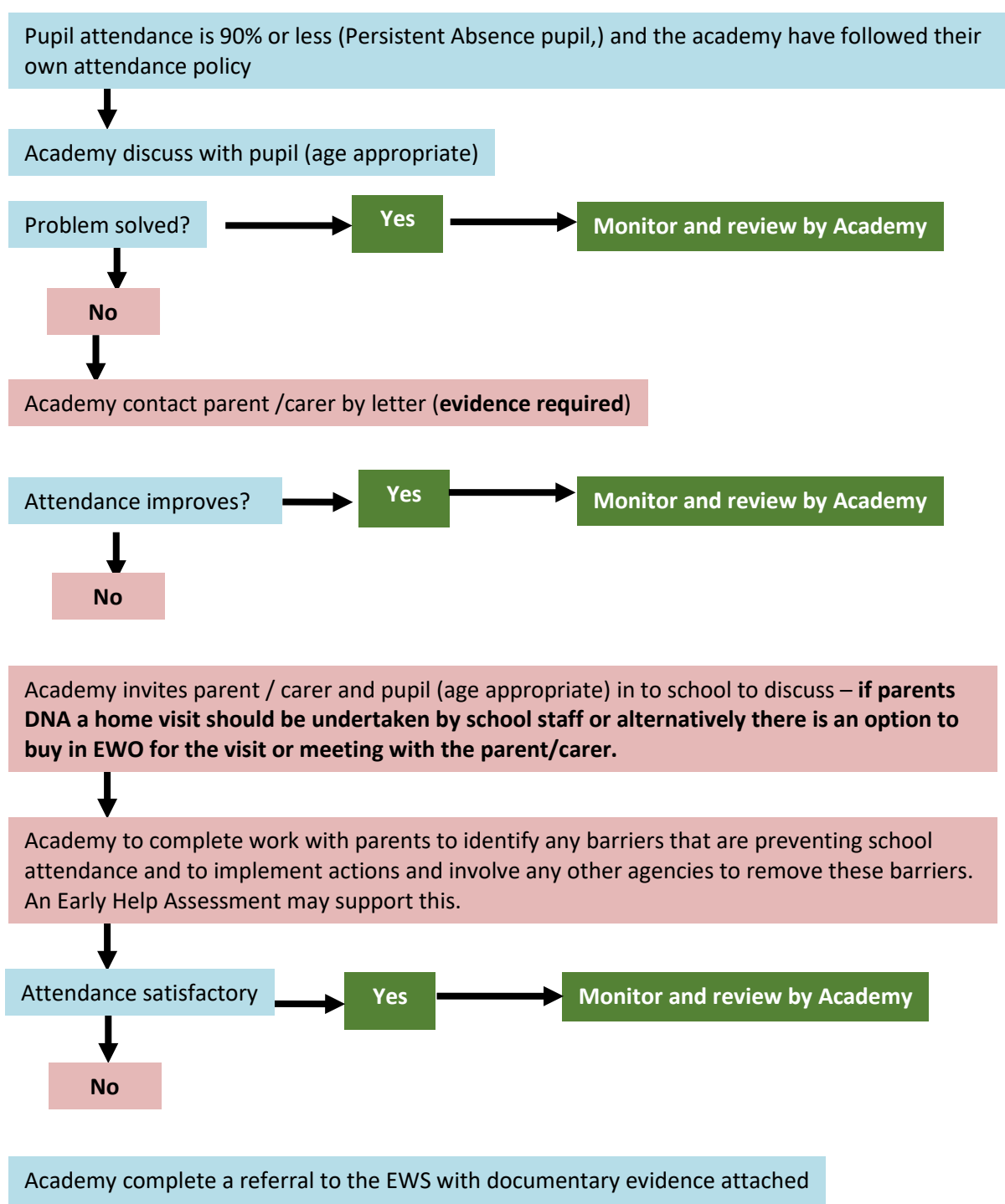
- All schools and academies must notify the EWS within five days of adding a pupil's name to the admission register and must provide the EWS with all the information held within the admission register about the pupil. **This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year** – for example pupils who are registered at a secondary school at the start of Year 7.
<https://www.barnsley.gov.uk/media/15957/cme-notification-form.docx>
- **Pupils missing out data collection** is in relation to pupils who are on a school roll who are on a reduced time table. All schools and academies **must complete the pupils missing out returns on a termly basis and return it to BusinessImprovement&Intelligence@barnsley.gov.uk** (This is an Ofsted requirement).

Statutory functions for Academies

EWS will not charge for taking cases to School Attendance Panel and prosecution as these elements of the service are statutory. However, for EWS to manage cases at this point, the academy would need to evidence that they had undertaken all measures to improve school attendance, including home visits and documented meetings that meet the requirements of working together to Improve attendance.

Criteria for referral from academies to the Education Welfare Service

See flow diagram below for guidance



Statutory role of the EWS with Local Authority maintained schools.

To meet its statutory responsibilities, the EWS will provide EWO contact to ensure that the school and service work in partnership. This will consist of a half termly visit to fulfil the following core functions:

- Pursuing cases through the legal framework in line with current legislation when early intervention fails to improve attendance, including School Attendance Panel and the submission of written evidence to court
- Tracking cases where children are missing from education
- The management and tracking of children whose parents choose to electively home educate
- The management of Fixed Penalty Notice arrangements
- Meeting the requirements of working together to improve attendance

Agreement of statutory duties and functions between the EWS and Academies

The EWS will provide the following Core Functions: In cases where there is no traded service with the EWS, academies need to comply with the arrangements outlined under the responsibilities of schools and academies on page 3 and 4 of this guidance

- Tracking cases where children are missing from education
- The management and tracking of children whose parents choose to electively home educate
- The management of Penalty Notice arrangements
- A named link to provide advice and guidance in relation to attendance and to ensure we are meeting the requirements of working together to improve attendance, by following Barnsley's Working in Partnership to Improve Attendance document found [here](#)

The EWS has key expectations in terms of the range of interventions by academies to address attendance issues including:

- **The tracking and monitoring of individual pupil absence**
- **Following a robust evidenced procedure to address the barriers to attendance**
- **Consideration of an Early Help Assessment and referral to Early Help Services where required <https://www.barnsley.gov.uk/services/children-families-and-education/early-help-for-families/early-help-toolkit-for-practitioners/>**

- Evidence of early intervention work to engage the young person and their family in education
- Details of any formal letters issued in line with the attendance procedure
- Referral to School Health to rule out any medical issues which have been identified by parents <https://www.barnsley.gov.uk/media/17775/school-absence-medical-pathway.pdf>
- Evidence of home visits undertaken and records of conversations with parents and strategies implemented
- Evidence of meetings with parents and young people including minutes, actions and a clear record that a referral is being made to the EWS
- An electronic referral that captures all the above <https://www.barnsley.gov.uk/media/20144/ews-referral-and-assessment-form-20190901.docx>
- Any other supporting evidence including a registration certificate
- Communication with your link Education Welfare Officer to discuss the referral
- A key contact from the academy to liaise with the EWO to work together and provide updates on the management of the case
- All cases that are taken through the legal process will require full chronologies and witness statements by the academy, which may result in the member of staff being called to give evidence in court
- That the school level responsibilities within Working Together to Improve Attendance have been met

Once the interventions have been evidenced, the EWS will allocate an EWO to pursue cases through the legal framework in line with current legislation, including School Attendance Panel and the submission of written evidence to court.

Education Welfare Service aims to work in partnership with academies that do not trade to ensure all Barnsley pupils' attendance is tracked and monitored. In order to support this process, the service has developed the Working in Partnership to Improve Attendance document which can be found [here](#). Education Welfare Service managers will work with attendance leads and Alliance clusters to ensure that data collection in respect of vulnerable groups and the sharing of good practice take place termly and that action plans are created, implemented and reviewed to improve attendance and inclusion.

Services available to purchase from Education Welfare

During the year, circumstances in relation to patterns of attendance can change for a wide variety of reasons. It is strongly advised that all schools/academies purchase Education Welfare Officer time to ensure partnership working can take place to improve individual pupil and whole school attendance.

The Service provides Service Level Agreements (SLA) in two different formats for schools and academies that choose to purchase additional support.

Purchasing Education Welfare Officer Time

The EWS can bring a range of benefits and experience to schools, including skilled staff who work across professional boundaries and are professional members of several multi-agency forums including Local Safeguarding Children's Partnership sub-groups, Youth Offending Team (YOT), Multi-agency Risk Assessment Conference (MARAC), Missing persons (MISPERS), Multiple Vulnerability Complex Abuse cases (MVCA), Fair Access Panel and The Barnsley Alliance.

Dedicated EWO time includes the following.

- **Case management:** Utilising the fast track and time-focused case management model with flexibility to select the most appropriate and effective interventions to improve the attendance of individual pupils
- **Case work:** Assessment and intervention following a referral can include investigations; home visits and writing letters/action plans; signposting and referrals to other agencies; attending meetings such as internal attendance panels; working with other agencies including the early help assessment; Child in Need (CIN) or Child Protection (CP) procedures; advocating and negotiating support; maintaining case files; preparing relevant documentation to support legal action and engaging in regular supervision where case files are quality assured
- **Early intervention and preventative approaches:** To include facilitating attendance assemblies, attendance sweeps, attending transition; parent/carers and pupil meetings; supporting schools in raising the attendance agenda
- **Dedicated EWO time:** Access to EWS management and a named EWO with their wide range of relevant and specialised qualifications, experience, knowledge and skills. This enables them to deliver a service appropriately focused on the needs of schools/academies and of children, young people and their parents/carers, in relation to those issues that impact on school attendance
- **Early Identification and review:** Discussion on an agreed and regular basis between EWS and school/academy staff regarding pupils with emerging attendance issues – including potential/actual persistent absence - offering advice and agreeing actions by school/academy and EWS. This includes reviewing attendance certificates, identifying developing patterns of absence, updating progress of cases in meetings, by telephone, email, and written reports.
- **Support, training, guidance, and advice:** Support, advice, and guidance to teaching and non-teaching staff in relation to registration and attendance issues, as well as sharing and disseminating good practice. The service also provides an attendance training program. There will be regular updates on changes to legislation and government policy, as well as support on how to implement good practice and prepare effectively for Ofsted Inspections. The service delivers 157/175 Education Act 2002 Safeguarding training to all school staff to meet with Ofsted requirements.
- **Data collection and analysis:** To support the school or academy in undertaking evidence-based practice, through the effective use of attendance data to analyse attendance trends at pupil and whole school/Academy level, informing appropriate actions and interventions. The service has a Data Tracking Officer who has the skills required to analyse pupil and school level data and compare this to local and national trends, ensuring a timely and effective response to managing attendance.

Examples of support and advice:

- Developing strategies for tackling attendance related problems including lateness
- Developing whole school/academy attendance policies
- Use of attendance data analysis and audits
- Registration legislation advice
- Strategies to reduce absence rates due to 'leave of absence' requests during term time
- Develop/review policies regarding pupils who are unable to attend school due to medical needs
- Contribute to the delivery of curriculum related issues including, for example, school age employment and attendance matters
- Training and support for key stakeholders, for example, designated safeguarding leads, child protection coordinators, as well as those responsible for closing the achievement gaps for vulnerable groups, including looked after children and those with special educational needs and disabilities
- Support, advice, and guidance given in relation to traveller attendance
<https://www.barnsley.gov.uk/media/20394/ewsgrt-reference-guide-september-2021-2022.pdf>
- Support, advice and guidance to schools for pupils who are at risk of criminal/ASB or who are involved with the Youth Offending Team
- Support, advice and guidance for children at risk of or known to be sexually exploited

Service Level Agreement where schools/academies purchase Education Welfare Officer Provision – Standard (minimum half a day a fortnight for an academic year)

The Education Welfare service will provide the school with a statutory service which consists of:

- tracking cases where children are missing from education
- the management and tracking of children whose parents choose to electively home educate
- the management of Penalty Notice arrangements
- Pursuing cases through the legal framework in line with current legislation when early intervention fails to improve attendance, including School Attendance Panel and the submission of written evidence to court.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf
- Child employment and performance licence - <https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/barnsley-education-welfare-service/child-employment/>

The academy has agreed to purchase additional EWO provision. This provision will consist of interventions to improve individual pupil and whole school attendance, fulfilling the school level responsibilities as outlined in working together to improve attendance.

- Meeting with designated school staff to monitor individual pupil attendance
- Advice and guidance on appropriate intervention to raise individual pupil attendance
- Partnership working to identify students who require home visits or meeting in school to address attendance
- Contribution to Team Around the Family meetings where attendance is a cause for concern
- One-off visits to families to raise awareness on the importance of attendance when school attendance is below the school target
- Identifying and receiving referrals where individual pupil attendance is a cause for concern
- Undertaking home visits to address and challenge matters of poor school attendance
- Complete assessments with parents where attendance is a cause for concern and identifying action from the assessment to address attendance issues, considering the need to involve other agencies
- To attend multi-agency meetings to share and receive information on individual pupils and community issues
- Regular attendance sweeps to raise awareness regarding the importance of good school attendance
- Regular Internal Panel meetings to address matters of poor school attendance
- Providing advice, guidance and support to parents
- Direct work with young people in relation to improving school attendance

Whole school attendance

- Being present at induction meetings and parents' evenings to raise the attendance agenda
- Promoting attendance through attendance assemblies
- Advice and guidance to school on the promotion of attendance to the school community
- EWS will provide regular and timely feedback to key members of staff on the impact of interventions

The additional education welfare provision is inclusive of all children who attend, including non-statutory school age children.

Service Level Agreement where schools/academies purchase Education Welfare Officer Provision – Bespoke

The Education Welfare service will provide the school with a statutory service which consists of:

- Tracking cases where children are missing from education
- The management and tracking of children whose parents choose to electively home educate the management of Fixed Penalty Notice arrangements
- Pursuing cases through the legal framework in line with current legislation when early intervention fails to improve attendance, including School Attendance Panel and the submission of written evidence to court
- Child employment and performance licence

The school can choose to buy a minimum of six half days in the academic year that will be planned into the allocated Education Welfare Officer's diary to provide any of the following, through an agreed Service Level Agreement:

Please note that VAT at 20% will be added for academies.

- Calendared, termly Internal School Attendance Panels including follow up visits/letters for those that do not attend
- Termly Attendance sweeps including visits to specific cohorts below the school's attendance target, with a focus on the promotion of attendance and engagement with school. Letters and leaflets promoting attendance left on the visit and feedback to the school made to address any highlighted reason for absence
- Attendance targets and Challenge - once a year prior to Easter the EWO and school will analyse school data to identify specific cohorts and set realistic individual attendance targets, visiting parents to challenge them and their young people to reach their set target and rewarding those that do
- Attendance Audit- EWS will complete a comprehensive audit of the school's attendance policy, school registers and whole school procedures, including the implementation of a robust tracking system that complies with local and national procedures with regard to pupil attendance. This package will include template letters to inform parents of school expectations with regard to pupil attendance
- Data analysis- EWS in partnership with school will harvest live school data to identify areas for improvement, targeting effective interventions regarding specific cohorts and, where appropriate, influencing changes to policy and procedure
- Attendance Policy and procedure - review and launch in line with EWS model policy, providing parent friendly information to ensure parental engagement
- Attendance training- Providing whole school awareness on the link between attendance, attainment and safeguarding, with a focus on specific roles and responsibilities for whole school and individual pupil attendance

- Peer mentoring, advice, support and continual professional development for staff with key responsibilities for attendance, sharing good evidenced based practice and knowledge of what has worked in other schools and settings. Schools will be updated on local and national guidance
- Support with negotiating outcomes following conflict with parents and carers, attending meetings and working in partnership with schools to provide conflict resolution and a local authority record of the action and outcome
- Attendance at parents' evenings and induction meetings, promoting whole school and individual pupil attendance and utilising promotional resources and material
- Attendance at new admission meetings to promote attendance and to support schools where there has been known conflict or previous poor school attendance. Where appropriate, engaging parents in agreed outcomes and expectations

Complaints Procedure:

Schools will consult with the immediate line manager who will attempt to resolve the situation and keep a written record of the outcome. Failure to find a resolution will result in escalation to corporate procedures.

Arrangements for staff absence:

School will be notified of the absence and timescale. The appropriate level of support will be agreed dependent on circumstances.

Service Level Agreement charges

Below is a breakdown of costings to schools and academies for 2022/2023

Buy Back Charges 2022/23				
Term Time Only (39 Wks) Cost per Hour £33				
Service per week	Charge per week		VAT (if applicable)	
1/2 day per fortnight	61.05	2,380.95	476.19	2,857.14
1/2 day	122.10	4,761.90	952.38	5,714.28
1 day	244.20	9,523.80	1,904.76	11,428.56
1 1/2 days	366.30	14,285.70	2,857.14	17,142.84
2 days	488.40	19,047.60	3,809.52	22,857.12
2 1/2 days	610.50	23,809.50	4,761.90	28,571.40
3 days	732.60	28,571.40	5,714.28	34,285.68

VAT only applicable for academies

The cost for access to the Education Welfare Service is calculated per hour in conjunction with the number of weeks required, i.e. term time only or across the whole year. We have consulted with neighbouring authority rates and our charges compare favourably. However, there will be an annual review of costs in order that staffing costs can be covered and it is anticipated that there will be an annual increase.

For schools that buy back a minimum of half a day a fortnight, they will receive free S175/157 safeguarding training. The cost for this is normally £500 for primary and £600 for secondary.

If you wish to discuss the information outlined in this booklet, please contact any of the following team members.

Contact details

Jane Allen

Service Manager, Pupil Inclusion, attendance and Education Welfare
 Mobile: 07817624306
 Email: janeallen@barnsley.gov.uk

Derek Vint

Area Manager, Education Welfare Service
 Mobile: 07875308111
 Email: derekvint@barnsley.gov.uk

Jake Miller

Area Manager Education Welfare Service
 Mobile: 07786525749
 Email: jakemiller@barnsley.gov.uk

Rosie Smith

Area Manager, Education Welfare Service
 Mobile: 07702338498
 Email: rosiesmith@barnsley.gov.uk

