Education
Welfare
Traded Services
and Reference
Guide
2018 - 2019
School attendance matters

Mission statement

The local authority (LA) considers that school attendance, and its improvement, is an integral part of our raising achievement agenda. It is committed to an ongoing programme of support aimed at working in partnership with schools, children, young people, parents and a wide range of partner agencies to achieve improved attendance levels across the borough, therefore enabling children and young people to have the best chance to fulfil their potential, irrespective of gender, race, creed or religion.

Safeguarding - through school attendance, we can track the progress of all children, including vulnerable groups, such as children in care and those subject to a Child Protection Plan, and children missing education, as well as other groups at significant risk of slipping through the net. Children not attending school regularly can also be an indicator that there are concerns at home.

We believe that in order to bring about significant educational improvement, good habits need to be formed at an early age. Robust arrangements should be in place to support children and young people at all transitional stages. Parents and carers, whose own experience of school may have been less than positive, must be encouraged to actively engage in ensuring their child attends school on a regular basis. We are committed to enabling all children and young people of school age to enjoy and benefit from the educational opportunities available to them.

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
- elective home education (EHE)
- children missing from education (CME)
- child employment
- child entertainment
- issuing licenses 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 work in partnership with organisations to improve attendance and reduce persistent absence. The team advises schools and academies, 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 and investigate the underlying causes of poor attendance; these should be clearly specified within the school/academy Attendance Policy. A model school policy can be found on the Education Welfare Service Website.

- 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. 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 pupil’s name is removed from admission register at standard transition points. Annex A can be found on the children missing education policy (CME).

- Academies to inform the Education Welfare Service of cases of pupils that meet the criteria for referrals. These referrals will be discussed at the Education Welfare Panel meetings (see criteria on page 4).

- Where the school/Academy has not been able to confirm the location of the pupil by the 10th School day of absence. The school/academy should follow the children missing education (CME) policy. This can be found under useful resources at www.barnsley.gov.uk/education-welfare-service.

- If after jointly making reasonable enquiries, with the local authority the school/academy have 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 from the pupil’s name form 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 at all times 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.

- Pupils missing out data collection. (Pupils who are on a school roll who are on a reduced provision). 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, in order for EWS to pick up 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.

Criteria for referral from academies to the Education Welfare Service
See flow diagram below for guidance

The Education Welfare Service will accept a referral when the following criteria have been met by the Academy

- Pupil attendance is 90% or less (Persistent Absence pupil, ) school have followed their own attendance policy
- School discuss with pupil (age appropriate)
- Problem solved? Yes → Monitor and review by Academy
  No → School contact parent / carer by letter (evidence required)
- Attendance improves? Yes → Monitor and review by Academy
  No → School invites parent / carer and pupil (age appropriate) in to discuss – if parents DNA home visit to be undertaken by school staff or option to buy in EWO for the visit or meeting with the parent/carer.
- School to complete work with parents to identify any barriers that are preventing school attendance and to implement actions and involve any other agencies to remove these barriers. An Early Help Assessment may support this.
  Attendance satisfactory Yes → Monitor and review by Academy
  No → Academy complete a referral to the EWS with documentary evidence attached
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

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 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 Fixed Penalty Notice arrangements

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
- 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 have been identified by parents
- 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 of the above
- Any other supporting evidence including a registration certificate
- Attendance at the EWS referral panel to discuss the referral
- A key contact from the Academy to liaise with the EWO who will 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

Once the interventions have been evidenced the EWS will allocate a 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.

**Services available to purchase from Education Welfare**

During the course of the year, circumstances in relation to children’s and young people’s patterns of attendance can and do change markedly for a wide variety of reasons. It is strongly advised that all schools/academies purchase Education Welfare Officer Time to ensure that they are covered for any attendance issues that may arise over the academic year.

The Service provides Service Level Agreements (SLA) in 2 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 represented at a number of multi-agency meetings and forums including Local Safeguarding Children’s Board sub-groups; Youth Offending Team (YOT) multi-agency risk assessment conference (MARAC) Missing persons (MISPERS) and Multiple vulnerability complex abuse cases (MVCA) and the Fair Access Panel.

For schools that purchase dedicated EWO time there is the option of support for their most vulnerable families throughout the summer holiday period.

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; and 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/carer meetings and pupil meetings; supporting schools in raising the attendance agenda.

Staffing for service provision dedicated EWO time: Access to EWS management and a named EWO with their wide range of relevant and specialised qualifications, experience, knowledge and skills enabling 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 registration group, year group, whole school/academy levels to inform appropriate actions and interventions.

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 in relation to traveler attendance.
- 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 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 licenses.

The academy has agreed to purchase additional EWO provision. This provision will consist of interventions to improve individual pupil 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 taking into account 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 on 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 license

The school can choose any of the following items to form part of this 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. £300 Total.
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. £300 Total.

Attendance Assemblies to pupils and parents to promote and encourage attendance and where appropriate celebrate the achievements of pupils with good attendance. £50 (per assembly)

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- £400 Total.

Year 6-7 transition visits – Analysing school data to identify pupils whose attendance has been a concern at primary and is likely to fall below target at Secondary, these visit will promote the importance of secondary school attendance and provide parents and pupils with information on the policy at the receiving school. £150 Total.

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. £600 Total.

Data analysis- EWS in partnership with school will harvest live school data to identify areas for improvement targeting effective interventions in regard to specific cohorts, and where appropriate influencing changes to policy and procedure. £300

Attendance Policy and procedure - review and launch in line with EWS model policy, providing parent friendly information to ensure parental engagement. £200 Total.

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. £250 Total.

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. £600 Total.

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. £250 Total.

Attendance at Parents evenings and induction meetings promoting whole school and individual pupil attendance and utilising promotional recourses and material. £200 Total.

Advice and guidance to schools on the SWAP/FAP protocol in line with local guidance, visits to parents to negotiate engagement and support transfer to receiving school. £200.

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. £150
Nursery/reception home visits to promote the importance of attendance and school expectations £300

Safeguarding training whole school level one £250 per session.

Completion of up to 5 Early Help assessments in an academic year, handover to school staff to manage the process and EWS attendance at the TAF where pupil attendance is a concern £500 Total.

Completion of up to 5 Early Help assessments an academic year, including the management and coordination of the ongoing process. £700 Total.

Group work with identified cohorts – including SEN/FSM to promote pupil attendance £500

Group work with regard to transition. £250

Basic safeguarding training for young people. £250

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 costs
Below is a breakdown of costs to schools and academies for 2018/19 (financial year)

**PLEASE NOTE** 2018/19 IS A 42 WEEK FINANCIAL YEAR

## Buy Back Charges 2018/19

<table>
<thead>
<tr>
<th>Service per week</th>
<th>Charge per week</th>
<th>Term Time Only (42 Wks)</th>
<th>VAT (If applicable)</th>
<th>Total year costs (Inc VAT)</th>
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<tbody>
<tr>
<td>1 hour</td>
<td>29.00</td>
<td>1,218.00</td>
<td>243.60</td>
<td>1,461.60</td>
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<tr>
<td>½ day</td>
<td>107.30</td>
<td>4,506.60</td>
<td>901.32</td>
<td>5,407.92</td>
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<tr>
<td>1 day</td>
<td>214.60</td>
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<td>1,802.64</td>
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<td>321.90</td>
<td>13,519.80</td>
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<td>2 days</td>
<td>429.20</td>
<td>18,026.40</td>
<td>3,605.28</td>
<td>21,631.68</td>
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<tr>
<td>2½ days</td>
<td>536.50</td>
<td>22,533.00</td>
<td>4,506.60</td>
<td>27,039.60</td>
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<tr>
<td>3 days</td>
<td>643.80</td>
<td>27,039.60</td>
<td>5,407.92</td>
<td>32,447.52</td>
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<td>3½ days</td>
<td>751.10</td>
<td>31,546.20</td>
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<td>45,066.00</td>
<td>9,013.20</td>
<td>54,079.20</td>
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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 $175/157 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**

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