

Education Welfare

Traded Services and Reference Guide 2025 - 2026



September 2025

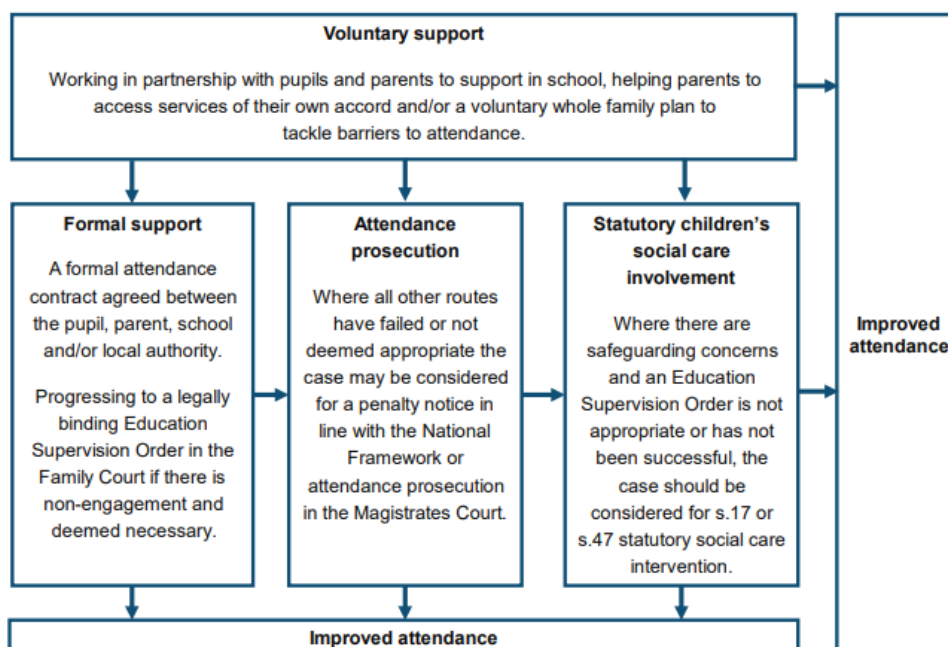
Education Welfare Service

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 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 and severe 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

Providing support first before attendance legal intervention



Statutory role of the EWS

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 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
- 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](#)

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/carer 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 the attendance of Mobile Children (formally 'Travelling families')
<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

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 2025/2026

Buyback Charges 25/26				
Term Time Only (39 Wks) Cost per Hour				
Service per week	Charge per week	Total cost per year (exc VAT)	VAT (if applicable)	Total cost per year (Inc VAT)
1/2 day per fortnight	£68.01	£2,652.23	£530.45	£3,182.68
1/2 day	£136.01	£5,304.47	£1,060.89	£6,365.36
1 day	£272.02	£10,608.94	£2,121.79	£12,730.72
1 1/2 days	£408.04	£15,913.40	£3,182.68	£19,096.08
2 days	£544.05	£21,217.87	£4,243.57	£25,461.45
2 1/2 days	£680.06	£26,522.34	£5,304.47	£31,826.81
3 days	£816.07	£31,826.81	£6,365.36	£38,192.17

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.

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