### **Traded casework package & Costings**

Education Welfare Officers (EWO) will take referrals for young people whose absences from school are unauthorised and when schools have been unable to resolve the difficulties.

They may make home visits, always by appointment, to families of referred cases, undertake time-limited and focused casework aimed at supporting parents/carers in returning their children to school. This involves carrying out assessments of the circumstances preventing regular school attendance using the Signs of Safety Framework and, with families and other professionals, making, putting into action and reviewing appropriate plans to improve school attendance.

Supporting schools in individual work with pupils and their families where attendance is an issue. Where preventative approaches have been unsuccessful the use of a fast-track process to take legal action to enforce school attendance will be considered. All paperwork associated with the fast-track process will be completed by the Education Welfare Officer.

Work with families takes place in partnership with other LA Services and support agencies where appropriate, with the full knowledge of the families concerned.

**Conditions**

1. Education Welfare Officer available to Schools located in Suffolk.
2. An Education Welfare Officer will be allocated to each school named above from the School Attendance Team.
3. Consultations will take place every half term as a minimum between school and named Education Welfare Officer.
4. Casework to a maximum number of purchased referrals.
5. Referrals to the School Attendance Service will be by using the referral form below. Work will not begin with a family until the referral form and supporting evidence is received by School Attendance Team
6. Referrals forms must be in the possession of the Education Welfare Officer a minimum of 7 days prior to any arranged meeting with the family.
7. Meetings with parents on the dates agreed between school and Education Welfare Officer.
8. All referrals will be recorded on SCC Education Management System
9. Any unused cases at the end of the Academic year will not be rolled over
10. Additional Casework can be purchased by the school throughout the year when required.
11. Any case work carried out above pre agreed purchase levels will be invoiced at the below rates at the end of the academic year.

**Case work package costings**

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| --- | --- |
| **Maximum number of case work** | **Cost (net £)** |
| 1 | 500 |
| 3 | 825 |
| 5 | 1290 |
| 8 | 1855 |
| 12 | 2730 |
| 18 | 4090 |
| 25 | 5670 |
| 50 | 10820 |
| 100 | 20600 |

[EAS Referral Form](https://suffolknet-my.sharepoint.com/personal/victoria_winter_suffolk_gov_uk/Documents/Website%20Documents/EAS%20Referral%20Form.docx?web=1)