

## **Annex 3 – CMOE Policy 090718**

### **Education Welfare Practice Standards**

#### **Non School Attendance**

If issues of non school attendance arise, we'd expect the school to contact their EWO for a consultation. After 10 session of unauthorised absence in a 6 month period, a DART is completed by the school and allocated to the linked EWO. The EWO should contact the school within 72 hours to agree the plan of intervention/action. The EWO should make contact with the parent/carer within 72 hours of the referral. A meeting should take place within 10 working days of the referral with the school and parents.

The meeting is chaired by the EWO and should be attended by school staff, parent/carer, child as appropriate and any other professionals involved. A Standard Police Caution is given by the EWO at the outset of all meetings (unless there is an exception applied based on EWO judgement). There is a proforma template for the meeting complete by the EWO. This should be completed and circulated within 10 working days of the meeting date. The timescale for the next meeting date will be dependent on the plan agreed and actions to be taken. A meeting should take place no more than 6 weeks later. It is expected that the group of professionals work together in order to understand the reason for non attendance and support improvements. This should be treated as a team around the child meeting and discussion about whether the completion of a CAF is necessary.

The EWO may decide that a penalty notice or court prosecution is appropriate, following attempts to work collaboratively to improve have been undertaken. If non attendance is 75% upwards a penalty notice is likely to be deemed appropriate. In this instance, the EWO will issue a warning letter for improvement to be made within the period defined. Non payment of fines will result in progression to court. The EWO prepares the files for court and produces a witness statement. Court documentation should be completed within 20 working days of the decision being made.

#### **Children Missing Education (CME):**

A CME notification is received from the school. This is allocated to an EWO who should undertake a home visit within 3 working days. The EWO should make all attempts possible to locate the child.

These cases are overseen by the Children Missing out of Education Group which meets monthly in order to agree what action should be taken for those children who remain missing.