

## **HELPING YOUR CHILD TO ATTEND SCHOOL**

### **The role of an Education Welfare Officer (EWO)**

#### **A guide for parents and carers**

### **Frequently asked questions**

#### **Who can contact the Education Welfare Officer for support and advice about attendance?**

- Child or young person
- Schools
- Parents
- Partner Agencies, e.g. Police and School Health
- General Public

#### **What do we do for parents?**

- Help parents to understand their rights and legal responsibilities.
- Assist parents with problems concerning attendance
- Support and develop links between school and home
- Provide a link to other education services and agencies
- Signpost what support is available after assessing what is needed
- Support as part of the Common Assessment Framework (CAF)
  - The CAF helps to work out what you and your child might need to get the right support at an early stage before the needs or worries get bigger

#### **What sort of things do parents contact the Education Welfare Service about?**

- Their child refusing to attend school.
- Truancing from school.
- For advice on the regulations concerning child employment and entertainment licences.

### **Remember**

**Education Welfare Officers are there to help you and your child because they know how important attendance at school is to children's attainment, friendships, confidence and achievement.**



## Education Welfare Service

### The school is unhappy with my child's attendance and are going to involve an Education Welfare Officer. What will the Education Welfare Officer do?

- Contact you to arrange a meeting
- Meet you to talk about the reasons for your child's poor attendance and discuss your concerns.
- Give you help and advice to improve your child's attendance.
- Assess the situation and draw up a support plan with you, your child and the school.
- In consultation with the School, consider the use of a Fixed Penalty Notice.
- Instigate legal proceedings in cases where school attendance does not improve.

### Why is attendance at school and punctuality important?

#### Because Every Second Counts:

- **5 minutes late each day means three whole days lost each year**
- **17 days missed from school each year equates to a whole GCSE grade**
- **Attendance affects learning**
- **Attendance affects future outcomes**
- **Attendance affects wellbeing and a sense of belonging**

Each school has a designated Education Welfare Officer who can be contacted through school. You can also telephone the main office number:

Tel: 01270 375277

**Website:** [www.cheshireeast.gov.uk/ews](http://www.cheshireeast.gov.uk/ews)

#### Other leaflets are available to support you:

- Taking action to improve attendance – explaining legal action - a guide for parents and carers
- Taking children on holiday during term time - frequently asked questions - a guide for parents and carers

*The expression "parent", in relation to a child or young person, includes any person who is not a parent of the child but who has parental responsibility for him/her, or who has care of the child.*