

Education Welfare Services



*Service Offer
2016-17*



octavo
PARTNERSHIP

Trust our knowledge and expertise

Octavo's Education Welfare Services

Dedicated to improving attendance in educational settings by putting children at the heart of everything we do.

Introduction

Octavo's Education Welfare Service (EWS) offer is being developed by Bhavika Sahiri who is an experienced and very well regarded Education Welfare Consultant. Her aim is to expand the Service by demonstrating the value of her personalized and effective service offer in improving outcomes for children and young people across all educational establishments. Currently the EWS is Bhavika and as the team grows it will be under her leadership with a view to offering an effective, consistent and highly professional service. We have a great deal of confidence in the potential of this service to grow to meet increasing local demand.

The EWS strives to promote attendance, punctuality and welfare by offering effective attendance focused interventions through strategies that support the whole establishment, targeted support thorough pupil/family casework, partnership working with relevant local agencies and a swift response to the changing needs of the institution. The Service has also responded to local needs and to changes in relevant legislation and guidance by resurrecting the termly Attendance Coordinators Network meetings which support different groups of attendance professionals, across administration and senior leadership, covering a range of relevant topic areas. The Service aim is to identify and respond to such needs and to develop products and services which effectively meet the needs of our customers.

Benefits

The EWS has extensive knowledge and expertise in attendance and welfare matters and in supporting arrange of educational establishments including primary, secondary and special schools and pupil referral units. The EWS is experienced in working with school staff on a range of complex individual cases, liaising with other agencies and operating inline with relevant guidance and national best practice. The EWS has a very good understanding of the Staged Intervention Approach to Attendance and the role of the Local Authority (LA) and is able to promote its guidance and advice to schools. The EWS aims to both empower school staff to take ownership in this area but to work in partnership with those best placed to offer support. The EWS has extensive local knowledge and works closely with relevant professionals within the LA, allowing for a smooth escalation where appropriate of enforcement cases.

The EWS has a service offer to meet all needs so do read on!

Annual Packages

Silver Package

Termly Visits - 3 x 3 hour sessions (half day) over the academic year, £483

Half termly Visits - 6 x 3 hour sessions (half day) over the academic year, £966

The Silver Package may incorporate the services detailed below depending on the requirements of the school and level of service purchased:

- Whole school assemblies/Parent induction presentations for nursery and reception years
- Punctuality, sickness, attendance workshops with parents and/or pupils
- Early intervention letters to parents
- Early Intervention Meetings with parents
- Attendance Clinics with pupils (including Children Looked After)
- Whole school data analysis; identifying strengths and areas of focus, action planning
- Reviewing school attendance policies
- Monitoring of Persistently Absent pupils (under 90%), giving advice/guidance on next steps
- Advice and guidance via telephone/email
- Pupil/Class workshops on specific areas; bullying, punctuality, transition, attendance
- Raising pupil participation in attendance and punctuality promotion
- Reviewing of whole school attendance management systems (rewards/sanction schemes)
- Small group/1:1 Register Code Tutorial
- SIMs demonstration of how to draw data and reports for analysis or monitoring
- 1:1/small group tutorial of Staged Intervention Process and expectations of schools
- 1:1/small group tutorial of Fixed Penalty Notice Code of Conduct and what the criteria are

Winterbourne Nursery & Infant School are very happy with the EWS from Octavo. They are always ready to give advice & help at any time. Very professional, helpful & friendly.

**Susan Connelly,
Attendance Officer,
Winterbourne Nursery
& Infant School
Half-day per week**

The service is efficient, reliable and supportive. Since moving our EWS to Octavo, our attendance has improved and matters are dealt with swiftly. The support we receive has been great including support for parents, students and staff.

**Jude Onye, Deputy
Head Teacher, St Mary's
Catholic High School**

Gold Package

Fortnightly Visits - 19 x 3 hour sessions (half day) over the academic year, £3,220

Weekly Visits - 39 x 3 hour sessions (half day) over the academic year, £6,279

The Gold Package may incorporate the services detailed above and those below depending on the requirements of the school and level of service purchased:

-
- Undertaking Early help assessments and making appropriate referrals
- Making/supporting schools to make referrals for specialist assessments
- Coordinating support for pupils/families as Lead Professional
- Attending multi-agency meetings for individual cases i.e. Team Around the Family, CIN etc
- Function effectively as part of a multi-agency team, where appropriate
- Undertaking home visits and providing home visit reports
- Undertaking initial stages of enforcement action followed by a referral to EWS in the LA for Stage 3 Intervention
- Convening an Attendance Panel Meeting and undertaking Parenting contracts
- Pupil Attendance, Punctuality and/or Welfare Clinics
- Meeting with parents to promote pupil and family welfare even in absence of attendance concerns
- Targeted workshops for staff, pupils and/or parents
- Signposting parents/families to relevant voluntary agencies e.g. domestic violence support services, adult education provision/courses, counselling etc.
- In-house Attendance Officer Support and Supervision (available ad-hoc also)

Platinum Package

Weekly Visits - 39 x 6 hour sessions (1 day) over the academic year, £12,558

The Platinum Package may incorporate the services detailed above and those below depending on the requirements of the school and level of service purchased:

- Data report providing an analysis of attendance data, measuring impact
- Tracking attendance of vulnerable groups implementing strategies to improve attendance
- Thorough follow through of cases of Persistent Absentee pupils
- Greater emphasis on Early Interventions, based on attendance data from previous year
- Regular monitoring and swift delivery of subsequent interventions
- School is offered enhanced support, training, guidance/supervision
- More opportunities to devise valuable, preventative strategies
- Increased level of targeted support
- Innovative resource development

Additional Services

Punctuality Package - £900

The Punctuality Package (5 sessions over a term), is designed to give a push on punctuality at all levels. It aims to raise the profile of punctuality amongst pupils, school staff and parents in feasible ways. Although the support is offered over a short period of time, strategies to monitor and address poor punctuality will be embedded in a manner that is sustainable for the school. EWS and schools may choose to use the following strategies to promote punctuality:

- Analysing data (L/U codes)
- Reviewing current rewards/sanctions and strategies; SWOT Analysis
- Devising an action plan
- Reviewing attendance policy incorporating changes
- Informing all of changes via letters/newsletters
- School Assemblies (tailored to different year groups) and/or workshops
- Involving pupils to promote punctuality; educative approach to attendance
- School/Class competitions
- Develop promotional material via displays, website content, posters, leaflets
- Leaflet to parents/targeted letters
- Detention or "Reflection time" worksheets for Yrs 5/6 travelling independently to school
- Using SIMs to derive relevant reports to allow swift, regular monitoring
- Punctuality Clinics with parents
- Devising a within-school procedure to manage punctuality concerns

Sickness Absence Package - £900

The Sickness Absence Package (5 sessions over a term), is designed to support schools in monitoring and managing such absences in a sensitive manner, valuing their relationship with the parent/guardian. It aims to support schools in knowing when and how to challenge absences that may not appear genuine. Although the support is offered over a short period of time, strategies to monitor and address poor attendance, will be embedded in a manner that is sustainable for the school. EWS and schools may choose to use the following strategies to promote attendance in these cases:

- Analysing data (I/M codes)
- Reviewing current strategies to manage such absences; SWOT Analysis
- Devising an action plan
- Reviewing attendance policy incorporating changes
- Informing all of changes via letters/newsletters
- School Assemblies (tailored to different year groups) and/or workshops
- Involving pupils to promote attendance; educative approach to attendance
- Develop promotional material via displays, website content, posters, leaflets
- Leaflet to parents/targeted letters
- How to challenge reoccurring sickness absences
- How to support pupils who frequently fall ill
- Attendance Clinics with parents
- Devising a within-school procedure to manage sickness absences and relevant concerns

Supervision Support Service

EWS have devised a Supervision Support Service to enable individuals with attendance responsibilities to fulfill their role with confidence and up-to-date knowledge of current practices. The service strives to empower Attendance Officers to respond to the needs of complex cases with consistent support and guidance offered by EWS. The package also entails 1:1 bespoke tutorials in various areas, if required:

- Drawing up an Attendance Policy
- Data Analysis & Planning Interventions (using SIMs)
- Implementing timely interventions
- Fixed Penalty Notice Code of Conduct
- Staged Intervention Process; expectation's of the school (Stage 1)
- Embedding effective attendance practices
- Children Missing from Education Process (CME)
- Early intervention strategies
- Advice/guidance by telephone/email and during visits

The frequency of the Supervision Support will be at your discretion. You may choose to spot purchase for something specific or purchase frequent sessions allowing the provision of ongoing support. This package is suitable for newly appointed Attendance Officer's and those already in post who may benefit from support and guidance around next steps on specific cases and/or to oversee their general attendance management practice. This support is also open to schools/settings who do not have an attached external Education Welfare Officer, but may require guidance from time to time.

The benefits

- Consistency and continuity in case progression
- Promotion in Attendance Officer's level of confidence
- A valuable professional development opportunity
- Close working relationships with the LA ensures all shared information is up to date
- Octavo comprises of 7 other core services working collaboratively with EWS
- The supervisor has knowledge and first-hand experience of complex case management and EWS processes/procedures
- The supervisor is an experienced Education Welfare Officer and EWS Service Lead
- The frequency of the sessions can be flexibly chosen
- Spot-purchase opportunity is available
- All sessions will be documented and a copy will provided to the Attendance Officer
- The sessions are tailored to the needs of the school and Attendance Officer

Prices:

The duration of each session is 2.5 hours (including preparation time)

Spot Purchase (Single session)	£200
Termly Supervision (3)	£575
Half – Termly Supervision (6)	£1150
Monthly Supervision (12)	£2325

Training

Attendance Coordinators Network Meeting

Further to the last Attendance Coordinators Network Meeting (ACNM), EWS will now be delivering two ACNMs each term. One will be aimed at Senior Attendance Leads within educational provisions and the other will be aimed at Attendance/Admin Officers. This allows EWS to deliver sessions that are specific and relevant to the role and responsibilities of the delegates. Delegates are free to choose which session they would like to attend depending on their individual role in relation to attendance within their respective provisions and are welcome to attend both, if appropriate. This also allows professionals with different responsibilities within the same provision, to attend the ACNMs relevant to them. The ACNMs will cover a range of relevant topic areas. Close links with the LA and experience of working with a high number of educational settings, provides EWS with the opportunity to identify what type of training schools are likely to benefit from. EWS then strives to deliver specific, half-day training sessions around these areas.

Price:

ACNM - £60

Other Half-day Training Sessions - £45

"Really useful discussions and my questions answered."

**Rebecca Shelley,
Headteacher, Ridgeway
primary School**

"Excellent session, very thorough in regards to professional accountability, equally supportive in the climate of demands for data."

**Sheena Horner-Knight,
Pastoral Support and
Safeguarding Officer,
Moving On PRU**

What our schools say...

The Education Welfare service we are receiving from Octavo is outstanding. Our scheduled visits are not only supportive to us but to our parents as well. It is a relief to know that we are working with someone who understands the needs of our families as well as we do.

Ann Peters, Assistant Head Teacher, Purley Oaks Primary School
Fortnightly Visits

"Our Education Welfare Consultant has been incredibly helpful to me as Head of Year 10 with two students. The first a child with severe anxiety and school avoidance issues; our EWC worked both with me and with home to resolve the situation, culminating in his successful placement at Cotelands. The second case is a boy with chronic health problems; our EWC has been equally helpful, combining compassion and practical help. Our EWC makes herself available, answering phone calls and emails promptly, giving advice and updates, which is very much appreciated."

Ms Forrester, Head of Year 10 & Head of Drama, Archbishop Tenison's High School
Half Termly Visits

Meet the EWS Lead



After graduating in BSc Psychology, Bhavika joined a specialist CAMHS Team and worked with children with moderate to severe learning difficulties, ASDs and challenging behaviours. Her role involved assessments, observations and implementing of interventions; modelling to parents, schools and respite provisions. This work emphasized her passion to work closely with children, their families and the professionals who put children at the heart of all they do.

Bhavika has experience working as an Assistant Clinical Psychologist, a Restorative Parenting Officer and an EWO for Croydon EWS where she worked with PRUs, primary and Special schools. During this period, she successfully completed her MEd in Social, Emotional and Behavioural Difficulties, complimenting her professional experiences.

Bhavika's knowledge and experiences allows her to work effectively with a high volume of complex cases, hard-to-reach families and different pupil cohorts in a thorough multi-agency fashion. She offers training and support to staff at all levels and works effectively in a range of settings. Services are delivered to meet the individual needs of the provision and includes a range of whole school and targeted interventions

Bhavika has successfully completed a Leadership and Management Course, complimenting her current role as Octavo's Education Welfare Service Lead.

Get in Touch

If you would like further information on the services and support we can offer do not hesitate to get in contact with us:

Bhavika Sahiri - **Email:** **Bhavika.Sahiri@octavopartnership.org**
 Mobile: **07920 657 765**
 Office: **020 8241 5460**

Alternatively please visit www.octavopartnership.org where you can find details on our service and the entire Octavo Team.