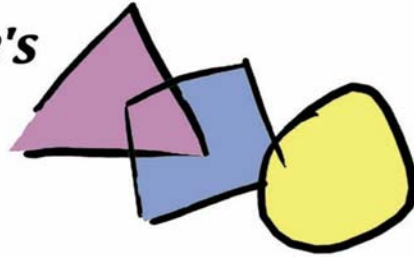


**Children & Young People's
Strategic Partnership
Swindon**



Inter Agency Protocol to improve the flow of information regarding non-attendance at school

Recommended approaches:

1. Named officers within each agency and Education should be identified to ensure the protocol is implemented.

Proposed Named Officers:

- Team Manager of teams providing services to children in Swindon.
 - Education; Principal Education Welfare Officer.
2. Clear Communication processes should be agreed within and between the departments.

3. **All Agencies**

Contact must be made with the Education Welfare Admin Officer 01793-463095 (or Principal Education Welfare Officer 463058) if there is concern that any child of school age is not attending school or other appropriate educational provision.

Education Department

The Education Welfare Admin Officer (or Principal Education Welfare Officer) will receive information of a child out of school from the worker to pass this to the relevant Education Welfare Officer immediately.

The Education Welfare Officer will make enquiries as to why the child is not attending school and report back to the Worker. The Education Welfare Officer will establish that the child is registered with a school and/or Stratton Education Centre Pupil Referral Unit and that educational provision is available. Should this not be the case the Education Welfare Officer will ensure that steps are taken to provide appropriate education.

Where there is an issue of non-school attendance the Education Welfare Officer will follow this through in accordance with established procedures.

The Education Welfare Officer must record all relevant information.

If there are any Child Protection concerns the Principal Education Welfare Officer must also be informed.

3. Further Recommendations:-

The protocol will be part of Information Sharing Guidance and presented to the Children and Young People's Strategic Partnership.

The Education Welfare Officer will produce an annual report to the Children and Young People's Strategic Partnership.

26 June 2003