

## Education Participation Advisory Service (EPAS) Team Structure and Remit



EPAS Head of Service

EPAS Lead  
Advisory Team for Vulnerable Children in Education

EPAS Lead  
Attendance and EHE Advisory Team

EPAS Lead  
Statutory Processes and Operations Team

EPAS Senior Officers  
x3

EPAS Senior Officers  
x3

Child Employment and Exclusions Team

Attendance Enforcement Team

EPAS Senior Officer  
x1

EPAS Senior Officer  
x1

EPAS Officers  
x3.5

EPAS Officers  
X 2.8

EPAS Officer  
x1

EPAS Officer  
x1

EPAS Administrator  
x 0.5

EPAS Administrator  
x1

EPAS Administrator  
x1.6

EPAS Administrator  
x2

**Remit**

- Suspensions and PEX – reduction, avoidance, advice, 6<sup>th</sup> day provision, reintegration
- SEND Graduated approach – Children in Mainstream waiting for special. Way Forward meetings
- Vulnerable Children
- AP – all aspects of advice and working with commissioning
- Youth Justice

[vce@solihull.gov.uk](mailto:vce@solihull.gov.uk)  
 or  
 0121 704 6021

**Remit**

- Attendance advice – all aspects
- CME
- Part-time timetables
- EHE – suitability checks, safeguarding, SAOs
- Single Panel for AP

[attendanceenquiries@solihull.gov.uk](mailto:attendanceenquiries@solihull.gov.uk)  
[cme@solihull.gov.uk](mailto:cme@solihull.gov.uk)  
[ehe@solihull.gov.uk](mailto:ehe@solihull.gov.uk)  
 or  
 0121 704 6191

**Remit**

- Oversight of statutory processes
- Chaperones, licensing, work permits and visits
- Permanent exclusion
- Support attendance legal
- Pupil tracking

[childemploymentandlicensing@solihull.gov.uk](mailto:childemploymentandlicensing@solihull.gov.uk)  
[exclusions@solihull.gov.uk](mailto:exclusions@solihull.gov.uk)  
[pupiltracking@solihull.gov.uk](mailto:pupiltracking@solihull.gov.uk)  
 or 0121 704 6171

**Remit**

- Oversight of statutory processes
- Attendance Legal
- CME register
- EHE register
- FOIs
- Pupil Tracking

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