

Elective Home Education Policy and Procedures

Draft 4 June 2014

This document outlines policy and procedures governing the management of cases where parents or those with parental responsibility for a child or young person, have opted to educate their child at home or otherwise than in Local Authority (LA), mainstream or special education provision.

Parties to the Procedures

- School Effectiveness Service (SES)
- Education Welfare Service (EWS)
- Pupils
- Parents/Carers

Objectives

The objective of this policy document is to set out the agreed framework for information sharing and joint working.

All parties will have due regard for the legal framework that governs a parent's/carer's decision to educate at home or otherwise.

All parties will have due regard to issues of cultural diversity and how religious or ethnic factors may impact on a parent's/carer's decision to educate their child outside of LA, mainstream or special education provision.

The parties accept that the procedures laid down in this document will provide a secure framework for sharing information on education at home or otherwise cases.

The parties accept that each will have a responsibility to take appropriate action for the management of education at home or otherwise cases, in a manner that is compliant with their statutory responsibilities as laid down in this document.

All parties will ensure that the requirements of the Data Protection Act 1998 are met in relation to information exchange.

Legal Framework and Parents' or Carers' Responsibility (Education Act, Appendix A)

Parents/carers have a legal responsibility to ensure that their children receive an education.

The parent/carer of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:-

- a) to his/her age, ability and aptitude; and
- b) to any special educational needs he/she may have either by regular attendance at school or otherwise. (Education Act 1996, Section 7)

Structure of Elective Home Education (EHE) Service

The Strategic Leader for Elective Home Education will delegate responsibility for the management of Elective Home Education (EHE) cases to the senior officer responsible for EHE within the School Effectiveness Service.

The Officers for EHE will be responsible for giving advice in the first instance to parents/carers and for the initial visit for children educated at home.

EHE Officers will ensure that relevant training is accessed and updated as necessary, including Lone Worker training and Safeguarding Children. EHE Officers will ensure that they are up to date with relevant regulations and guidance. This may include attendance at regional or national meetings and networks.

Cases of concern will be reviewed at joint meetings by Senior Officer (Education Welfare), EHE officers (Primary and Secondary) and EHE Administrative Support staff, as appropriate.

Where parental visits are refused, children are not seen by EHE staff or other RMBC staff, cases will be brought to the attention of the Director of Children's Services, Heads of Children's Social Care, Schools and Learning and SES at half-termly meetings or sooner.

Safeguarding Children

The welfare and protection of all children and young people (both those who attend school and those who are educated by other means) are of paramount concern and the responsibility of the whole community. As with school educated children and young people, safeguarding issues may arise in relation to home educated children and young people. If any safeguarding concerns come to light in the course of engagement with children and families, or otherwise, these concerns should immediately be referred to the appropriate authorities using established protocols as described at <http://www.rotherham.gov.uk/safeguarding/>

Parents/carers may choose to employ other people to educate their child, though they themselves will continue to be responsible for the education provided. They will also be responsible for ensuring that those whom they engage are suitable persons to have access to children. Parents/carers will therefore wish to satisfy

themselves by taking up appropriate references and/or by requesting a potential tutor to consent to a Disclosure and Barring Service (DBS) check.

NB - Parents should make sure that they protect their child's safety on the internet.

Advice and guidance is available for parents/carers on this issue.

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PROCEDURES FOR ELECTIVE HOME EDUCATION

General

Parents/carers have a legal responsibility to ensure their child(ren) receive an education. This can be done by either regular attendance at school or otherwise.

The word 'otherwise' meaning that parents take responsibility of providing the education themselves. This is known, in Rotherham, as **ELECTIVE HOME EDUCATION (EHE)**

Parents/carers can either teach their child(ren) themselves or employ private tutors or access distance learning packages that may be available.

Information and Guidance notes for parents/carers are available.

Process for Elective Home Education (Appendix E)

- Parents may contact the EHE team directly or via the child's school or another service to discuss implications before making a final decision to home educate.
- When a decision has been made to remove a child from a school to home educate, the parent should notify the school in writing of the decision and to request that the child's name is removed from the school roll.
- Where a child has never attended a school, the parents may choose to notify the LA of the EHE pupil. Normal EHE support will be offered.

Full details will be required from parents/carers or the school/service i.e. Child's full name, date of birth, address, school, telephone number, and parents/carers name, email address if available. Details to be placed on EHE secure files.

Where a decision has not yet been made, the EHE service will liaise with the parents, the school, EWS or other services or agencies and:

- Outline the implications for and the requirements of parents/carers when notification is received that a parent/carer is considering withdrawing their child from mainstream or special education provision.
- If parents wish to continue to provide EHE they can be asked to complete Form EHE1 (Appendix B) in preparation for an initial visit by EHE Officer.
- A home visit will be offered to outline procedures and expectations placed on parents/carers around EHE and collect information to inform an Initial Visit report.
- Throughout the information gathering process, the child can remain on school roll.

When a decision has been made to Home Educate:

- Parents/carers to send a letter of intention to educate their child(ren) at home. This should be sent directly to the Head Teacher of the school.
- School to deregister the child.
- School will contact EHE Team and forward a copy of the parental letter to the EHE Team.
- EHE team to work with the school to ensure that Capita ONE records are accurate.
- Send a de-registration form to other agencies: Educational Psychology Service (EPS), Child Health, Contact and Referral Team (CART), Learning Support Service (LSS) and Admissions, as appropriate. (Appendix C)
- Issue a form for parents/carers to initiate Rotherham Elective Home Education card for if the child is stopped by Truancy Patrols.
- EHE Officer will offer visits to the parents/carers at least annually.
- Where there are concerns around the education provided, the EHE Officer will liaise with other services including EWS and agree an appropriate plan of action.
- Take appropriate action on information received when EHE is not suitable.
- In partnership with EHE team, EWS to follow enforcement procedures as appropriate (Education Action 1996) and update EHE Officer of progress.
- Record all relevant data on EHE Tracker and Capita One as appropriate.
- If concerns are raised regarding the welfare of any child, contact must be made with the Safeguarding Unit and agree a plan of action for resolving these issues.
- Send or take parent guidance booklet and any relevant information on procedures and processes to parents/carers.

Pupils returning to school

There are reasons why a pupil might return to school

- a) The parents/carers or the child wishes a return to school.
 - b) The EHE and/or EWS Officers recommend that the child returns to school as adequate education is not being provided.
- Parental Preference forms will be sent to the parents/carers.
 - Parents/carers will state a preference of a school for their child to attend.
 - EWS/EHE to check with the Admissions Department if this process is continuing.

- If the child is returned to school records will be amended accordingly.
- If the child is not returned to school EWS to continue with the legal process potentially resulting in a School Attendance Order being served.

Annual Review of Records

After the official school leaving date in June, all Year 11 pupils to be archived from the EHE Tracker as these pupils become over statutory school age.

Reviewing policies and procedures

This Authority will review the policies and procedures of EHE on a regular basis or at least every 3 years to help secure effective partnership.

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List of designated officers responsible for the management of Elective Home Education

Director of Schools and Lifelong Learning, Children and Young People's Services
Tel: 01709822572

Head of School Effectiveness Service Tel: 01709 740226

Education Welfare Service Manager, Riverside House Tel: 01709 822567

Elective Home Education Officers: Rockingham Professional Development Centre,
Tel: 01709 740226

Elective Home Education Administrative Support: Rockingham Professional
Development Centre.

Tel: 01709 740226

email: ElectiveHomeEducation@rotherham.gov.uk

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EDUCATION ACT 2002 (Section 175 (1) to (3))

Section 175 Education Act 2002 provides that:

- A local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children (s.175(1));
- The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school (s.175(2));
- The governing body of an institution within the further education sector shall make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution (s.173(3)); and
- An authority or body mentioned in any of subsections (1) to (3) shall, in considering what arrangements are required to be made under the subsection, have regard to any guidance given from time to time (in relation to England) by the Secretary of State or (in relation to Wales) by the National Assembly for Wales (s.175(14)).

The above, therefore requires LAs and governing bodies of maintained schools and further education institutions to have regard to Circular 10/95. Essentially, Circular 10/95 has been given statutory effect thereby strengthening child protection measures.

Local Authorities and schools must ensure that school staff are aware of their new duties and receive appropriate Child Protection training.

Form EHE1 (For parent/carers)**Appendix B**

Rotherham Borough council is committed to supporting parents who choose to educate their child(ren) outside the school system. To help us do this, please complete this form and return to:

The Administrator
Elective Home Education
Rockingham Professional Development Centre
Roughwood Road
Rockingham
Rotherham
S61 4HY

Telephone: 01709 740226

Email: ElectiveHomeEducation@rotherham.gov.uk

If you have any questions about completing the form please contact the EHE team for advice.

Name(s) of Child(ren)	
Date(s) of Birth	
Ethnicity	
First Language	
Names of parents/carers who have legal responsibility	
Address	
Post code	
Tel No	
Mobile number	
Email	
Last school last attended by child	
Local Authority	
Date last attended school	
Date of commencement of Elective Home Education	

It would be helpful if you could give some background to your decision to provide education at home, please tick as appropriate:

- Anxiety/School Phobia
- Attendance
- Dispute with school
- Issues around behaviour
- Lifestyle/Cultural/Philosophical preference for home education
- Medical/ Health
- Preferred school place not available
- Religious beliefs
- Special educational needs
- Other _____

Please give an indication of your aims and the outcomes you hope to achieve through education at home and details of how you intend to approach the education provision.

Please give a brief outline of the proposed initial plan of study, mentioning (where appropriate) details of subject areas to be covered e.g. particular project areas.

Name(s) of person(s) who will be educating the child(ren). This may involve tutors or other family members.

If your child is of Secondary School age do you intend to work towards public examinations? Yes/ No

Does the child(ren) have a statement of Special Educational Needs? Yes/No

I understand that the Local Authority has a responsibility to ensure that my child(ren) is/are educated as required by law and that an Officer of the Authority, with my permission, may arrange to visit to view the educational provision being made for my child(ren).

Signed (Parent/Carer)

Thank you for taking time to complete the form.

If you change your address or your child returns to school please let us know in writing.

For Office use only. Date received:

Date added to database:

ELECTIVE HOME EDUCATION FLOW CHARTS

