

**FAO All Head teachers and Chairs of Governors
of Mainstream Schools and Academies**

Date:

Re: Elective Home Education**IMPORTANT NOTICE reminder of procedures following receipt of de-registration
letter with intent to electively home educate.**

"Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school (Taken from DFE Advice on School Attendance document 2013)"

Home Educated Children de-registration from mainstream and academy

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. However schools and local authorities can't prevent parents from educating their children outside the school system.

Please be advised that before a child's name can be removed from the register the school **must** have received **written confirmation** from the parent. Please check that the parent has parental responsibility. This letter must be signed and state clearly the date they wish their child to be removed and their intent to EHE (Regulation 8(1) (d) of the Pupil Registration and Regulations Guidance 2006).

Once you have received this you must immediately notify the local authority, using the **school exit form** which you are required to complete on notification that a child is being de-registered to be electively home educated. The LA will inform the school when the child's name can be removed from your school register. You are also required to send a copy of the de-registration letter received from parents with parental responsibility.

If you have queries regarding this please do not hesitate to contact:

Jenny Dodd (Elective Home Education Co-ordinator)

Telephone: 01785 895691

or

Email: electivehomeeducation@staffordshire.gov.uk

The elective home education service now sits within Staffordshire County Council therefore the previous email address to Entrust is no longer in use.

Please inform your relevant member of staff of the new email address.

Yours sincerely,



Karl Hobson
County Manager

ENC: School exit form (appendix 1)



STAFFORDSHIRE EDUCATION TARGETED SERVICES
PUPILS ELECTIVELY HOME EDUCATED
SCHOOL EXIT INFORMATION

The purpose of this form is gather information on students leaving education to be educated at home.
PLEASE COMPLETE AS FULLY AS POSSIBLE.

Name of Child: _____ DOB: _____

Unique Pupil Number: _____ Student ID: _____ NCY: _____

Name of Parent: _____
 1. _____ PR
 2. _____ PR
 3. _____ PR

Telephone: _____

Child's Address _____
 Address at which the child will be undertaking EHE if different from above _____

Current school: _____

Does the child have SEND needs? YES / NO _____ If yes name of SENco/Inclusion Manager _____

Does the child have an EHCP? YES / NO _____ If yes name of SEND worker _____

What is the child's overall attendance figure at the time of the de-registration? _____ %

Has the child had any fixed term exclusions in the current academic year? YES / NO _____ If yes please attach details _____

Has the school raised any welfare or safeguarding concerns regarding the child? YES / NO _____ If yes please give details _____

Has the school notified other agencies supporting the child that the child will be home educated? YES / NO _____ If yes please give details _____

Please specify name of agency _____



Is the child currently or has the child ever been subject to a child protection plan?

YES / NO

If yes please give details

Name of Social Worker

Are there any factors which other agencies should be aware of? **NB: Elective Home Education Officers are lone workers**

YES / NO

If yes please give details

Does the school have any concerns about the parents' ability to provide a suitable education for this child?

YES / NO

If yes please give details

In your opinion what is the main reason the parent is withdrawing their child to home educate them? (Please tick only one)

- | | | | |
|---|--------------------------|----------------------------------|--------------------------|
| Problems with SEN provision | <input type="checkbox"/> | No satisfactory school place | <input type="checkbox"/> |
| Dissatisfaction with school provision | <input type="checkbox"/> | School Refuser | <input type="checkbox"/> |
| Permanent exclusion | <input type="checkbox"/> | Risk of exclusion | <input type="checkbox"/> |
| Attendance/ at risk of prosecution | <input type="checkbox"/> | Referral to SSU | <input type="checkbox"/> |
| Racism/Homophobia bullying | <input type="checkbox"/> | Gifted/Talented | <input type="checkbox"/> |
| Religious Beliefs | <input type="checkbox"/> | Philosophical | <input type="checkbox"/> |
| Bullying | <input type="checkbox"/> | Medical needs of parent | <input type="checkbox"/> |
| Lifestyle/cultural | <input type="checkbox"/> | Physical medical needs of child | <input type="checkbox"/> |
| Social, emotional or mental health of the child | <input type="checkbox"/> | Requested or suggested by school | <input type="checkbox"/> |

Please note that parents are also asked to indicate from the above list their reason for EHE.

Has the school made an offer of support to the child e.g. Exams/learning resources? YES / NO
If YES please specify

Any other comments

Information given by: _____ Name: _____

Designation: _____ Date: _____

Date letter was received from Parent: _____

Date taken off roll: _____

Please return this form and a copy of the de-registration letter from parents with parental responsibility to Jenny Dodd, Elective Home Education Co-ordinator, Staffordshire County Council, Families First, 1 Staffordshire Place, Tipping Street, Stafford, ST16 2DH, or by email to electivehomeeducation@staffordshire.gov.uk

Thank you.

