

FAO All Head teachers and Chairs of Governors of Special SchoolsDate: 21st February 2018

Dear Headteacher and Chair of Governors,

Re: Elective Home Education**IMPORTANT NOTICE of changes to 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 Special Schools

On receipt of written notification to home educate, schools must follow the EHCP–EHE flowchart (appendix 1). Schools should 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.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. Please note there is a requirement for parents to obtain the local authority's agreement to educate their child if on roll at a Special School. The Local Authority must be satisfied that the parent can provide a suitable education and meet the needs of the child.

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 destination e.g. education otherwise than at school (Regulation 8(1) (d) of the Pupil Registration and Regulations Guidance 2006.

Once it has been agreed to amend the EHCP/statement to EHE the school must immediately notify the local authority, using the **school exit form** (appendix 2). 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:

Appendix 1 – EHCP/EHE flowchart

Appendix 2 – School exit form



Education Health and Care Plan/Elective Home Education Flowchart

Elective Home Education (EHE) requests for Children and Young People who attend a special school

A flowchart to support decision making in line with statutory guidance and provide clarity to parents and schools on local procedure

Parents notify the school of their wish to EHE

Where a special school receives a formal letter from parents with parental responsibility (PR) requesting that the school take their child off roll stating their intention to EHE clearly, the school informs the relevant SEND Assessment and Planning Service team and organises an Annual Review of the Statement of Special Educational Needs (SEN) or Education Health and Care Plan (EHCP), inviting parents and the Elective Home Education Service. Parents should come along with information as to how they plan to meet their child's needs, objectives on the Statement of SEN or outcomes of EHCP and provide a suitable education.



Annual Review

Annual Review takes place and all views and discussion notes are included in Annual Review sent to the relevant SEND Assessment and Planning Service team.
If parents would like some support during this process, they may wish to contact the SEND Family Partnership Service who are independent and can help them to express any views they may have or advise on SEND legislation. They can be contacted on 01785 356921.



The parental request for EHE is considered by the Local Authority

A SEND Key Worker will prepare the Annual Review for the Decision Making Group (DMG) Panel for discussion. The SEND Assessment and Planning Service team may request additional information from the parents of the child, the school, Elective Home Education Service or any other professionals involved with the child. The DMG Panel decide, in light of all the evidence submitted with the Annual Review and inline with the law, if it is appropriate or not to amend the Statement of SEN/EHCP to reflect parents' choice to EHE and take on the full responsibility of providing a suitable education and with it the full financial responsibility.



A decision is made

The decision is communicated to the child's parent and school. If it has not been agreed to amend the Statement of SEN/EHCP parents will be notified of what actions they can take if they disagree with the decision.
If it has been agreed to amend the Statement of SEN/EHCP parents and school will be notified of the decision. The SEND Assessment and Planning Service will notify the school when it is appropriate to off-roll the child and amend the Statement of SEN/EHCP accordingly. The EHE Service will be notified at this point so the child can be added on the EHE database.
The school must notify the EHE service that the panel agreed to amend the statement. School to send copy of de-registration letter and school exit form to EHE service.

Relevant legislation, regulations and statutory guidance:

Section 7 of Education Act 1996, Part 3 (Section 42[2 & 5]) of Children and Families Act 2014, SEND Regulations 2014, SEND Code of Practice 2001, SEND Code of Practice: 0 to 25 years 2015

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? **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.

