



# ACET

## Protocol and Procedures: Responding to Elective Home Education

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## **ACET Protocol and Procedures: Responding to Elective Home Education Requests**

This protocol should be read in conjunction with the following policies:

- ACET Safeguarding Policy
- The respective ACET Academy attendance policy

### **Introduction**

#### **What Is Elective Home Education?**

#### **The DfE defines Elective Home Education as follows:**

*“Elective home education is a term used to describe a choice by parents to provide education for their children at home or in some other way they desire, instead of sending them to school full-time. This is different to education provided by a local authority other than at a school, for example for children who are too ill to attend school.”*

Although children being home-educated are not normally registered at any school, parents/carers sometimes choose to make arrangements for a child to receive part of the total provision at a school - the purpose of this will often be to provide education in specific subjects more easily than is possible at home. Such arrangements are sometimes known as ‘flexi-schooling’. Schools are under no obligation to agree to such arrangements.

The DfE guidance encourages parents/carers who withdraw a child from school for home education to notify the school and/or the authority. There is however, no legal obligation on parents/carers to provide such notification, either in writing or otherwise, or indeed to provide any reason for withdrawal.

However, until a child is removed from the school roll (which can only be when one of the trigger points specified in the *Education (Pupil Registration) (England) Regulations 2006* is reached), the parent/carer is at risk of prosecution for not securing attendance at the school even if suitable home education is being provided. This means that it is in a parent’s/carer’s interests to notify the school in writing of withdrawal for home education.

*The Education (Pupil Registration) (England) Regulations 2006* state that, in respect of Elective Home Education, a child may [only] be removed from a school roll when the school “...**has received written notification from the parent that the pupil is receiving education otherwise than at school...**” On receipt of a written request from a parent/carer, the local authority must be informed.



## **ACET Elective Home Education Procedures**

As ACET operates across three different local authorities, the guidelines and protocols of the respective local authority must be followed with regard to a written request to home educate. However, **in all cases**, the following will apply:

- In the absence of a signed and dated written request from parents/carers to home educate, normal attendance and safeguarding procedures must be followed with regard to poor attendance/non-attendance at the academy.
- Usual safeguarding checks and procedures must remain in place as long as the pupil/student remains on the academy roll.
- On receipt of a written request from a parent/carer to home educate, the ACET Safeguarding Lead will be informed. The Local Authority must also be informed without delay, following the protocols set out by the respective authority.
- The case must be discussed with the Academy DSL and the Local Authority EHE team must be informed of any confirmed or unconfirmed safeguarding concerns regarding the pupil/family (it may also be necessary to contact MASH/the Local Authority Safeguarding hub and/or allocated social worker – the ACET DSL will advise on this).
- The Local Authority must be informed of any SEND needs that the pupil/student may have, including any mental health and anxiety concerns. The academy will endeavour to arrange an annual review of needs or EHCP prior to deregistration. The Local Authority EHE team should be invited to the review.
- The academy will make contact with the parent/carer to invite them to a face-to-face meeting in the academy, at which the reasons for the request/decision can be explored (this will provide an opportunity to seek a resolution to any issues that have arisen within the academy that may have given rise to the request – every effort must be made to seek a resolution.) A representative from the Local Authority EHE team will also be invited to attend the meeting. The invitation to parents/carers and LA to attend a meeting in the academy must be logged (in addition to the minutes from the meeting, if this goes ahead).
- The Academy will always act in the best interests of the pupil/student and will never encourage parents/carers to remove their child from the academy roll as a means of resolving attendance, behaviour or other concerns that may have arisen (this is known as off-rolling: *“the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”*) OFSTED 2019
- *A pupil/student should only be removed from the academy roll in line with the respective Local Authority procedures (see appendices 1-3)*



**References and Further Guidance:**

*DfE Elective Home Education – Guidance for Local Authorities*

<https://www.gov.uk/government/publications/elective-home-education>

*DfE Elective Home Education – Guidance for Parents*

<https://www.gov.uk/government/publications/elective-home-education>

*The Education (Pupil Registration) (England) (Amendment) Regulations 2016 -*

<https://www.legislation.gov.uk/uksi/2016/792/contents/made>



## **Appendix 1: Local Authority EHE Guidance and Procedures – Derbyshire County Council**

DCC has a team of EHE Advisors and an EHE Service Lead. The EHE advisors are allocated to localities across the county to work with families who home educate their children after school deregistration. This involves initial contact with families upon receipt of the deregistration form from schools, to work with them to ensure the education received is suitable in meeting the child's age, aptitude and ability, including any SEND.

### **Deregistration**

To provide both schools and families with the best possible support from us, we have reviewed our deregistration process and created a new form. The new online dereistration for can be found on Schools Net here:

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/elective-home-education/elective-home-education.aspx>

All deregistration forms should be returned electronically using the online form or secure email submission where possible. This significantly speeds up the deregistration process time, allowing EHE Advisors faster communications with families new to EHE.

A flow chart outlining the deregistration process and timeframes has been included in **Appendix 1**.

The 2016 amendments to the Pupil Registration regulations (2006) mean that the local authority **must** now be informed of all deletions from the school admission register when this takes place at a nonstandard transition time. The regulations also state that parents requesting to remove their child from the register **must** notify the school in writing. DCC therefore recognise it is best practice to notify the Local Authority of deregistration within **5 working days** of receipt of written parental notification to withdraw the child from the school roll.

Deregistration forms should be signed by a member of the school's Senior Leadership team to verify the accuracy of the document and information within.

### **EHE and children with SEND**

Any SEND needs of children who are being deregistered for EHE must be stated, including any mental health and anxiety. Although schools do not have a legal obligation to conduct an annual review of needs or EHCP prior to deregistration, DCC consider this to be best practice. If you know of a family who are considering deregistering a child with SEND / EHCP and would like to invite a member of the EHE team to the annual review, please contact us at [cs.ehe@derbyshire.gov.uk](mailto:cs.ehe@derbyshire.gov.uk).



## **Year 11s**

As we know, Year 11 is a very stressful time which historically has led to an increased number of families with children belonging to that year group opting for EHE. This is especially prevalent following the Christmas holidays. Derbyshire County Council's Children Missing Education (CME) policy section 9.2 includes *"Where a child is in their last year of school (Year 11), school should allow the Elective Home Education team to consult with the parents prior to removal."* The EHE team should be contacted via [CS.EHE@Derbyshire.gov.uk](mailto:CS.EHE@Derbyshire.gov.uk) regarding concerns about any Year 11s.

## **Transition**

The EHE team see an increased number of families choosing EHE around transition periods, particularly when moving from Year 6 to Year 7. Where possible, we ask schools to notify the EHE team of any children they may know of who are unlikely to attend their follow-on setting in favour of EHE. We know this is difficult to ascertain, but appreciate schools help in identifying families opting for EHE who may not have undergone the deregistration process as this helps to reduce the number of children not in receipt of suitable education.

## **Managing Off-rolling within DCC**

We're confident that the vast majority of Derbyshire's schools are extremely supportive of families choosing the Electively Home Educate their children, and we are keen to promote this practice and build relationships with these schools. However, we have in recent times received a concerning number of parental contacts informing us that families are being coerced by schools to remove their child from the school roll in favour of EHE. We would like to take this opportunity to politely remind all schools of DfE guidance, which states:

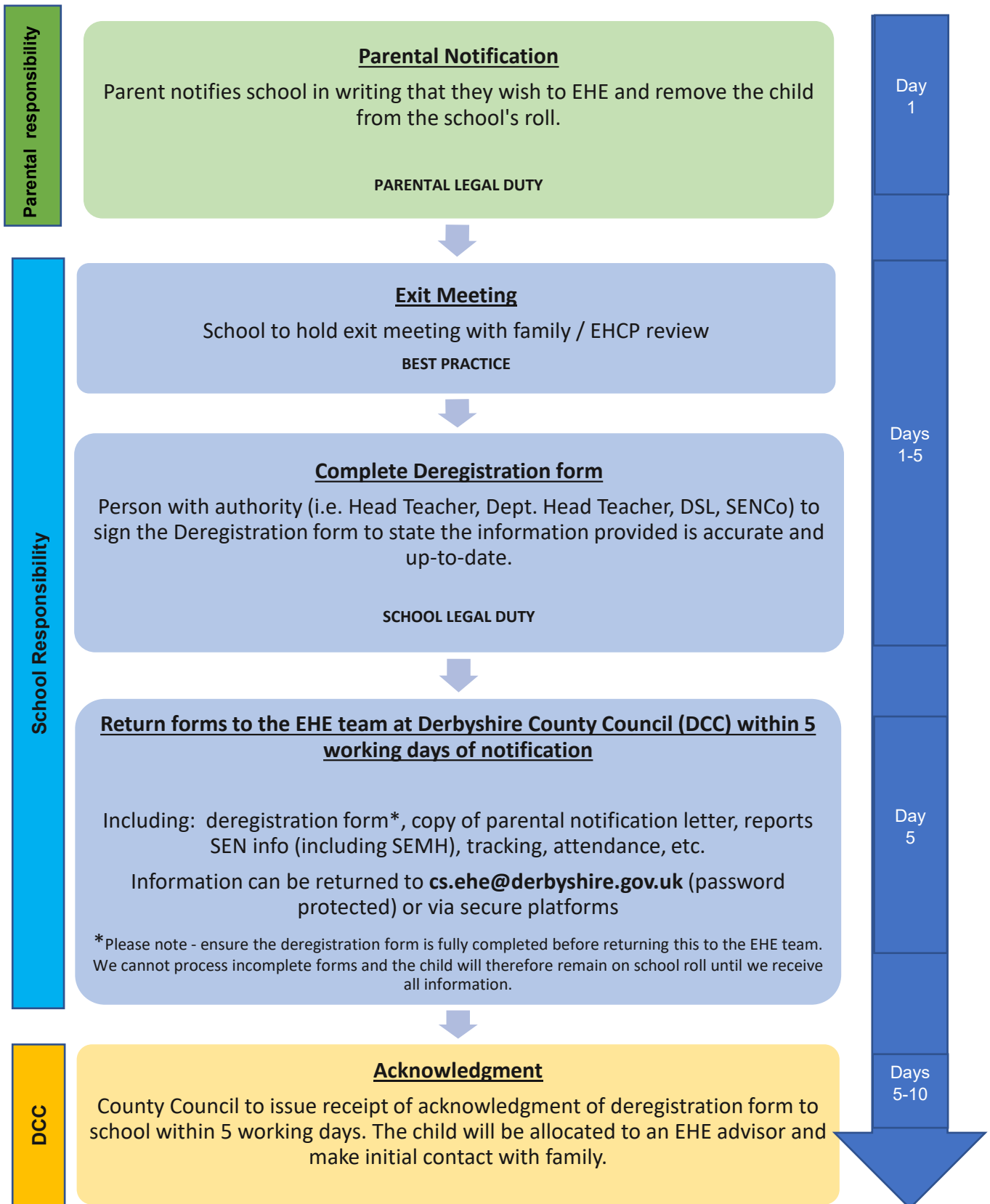
'Ofsted considers any evidence of off rolling and is likely to judge a school as inadequate if there is evidence that pupils have been removed from the school roll without a formal permanent exclusion or by the school encouraging a parent to remove their child from the school, and leaders have taken insufficient action to address this' \*DfE (2022).

Derbyshire County Council will continue to monitor trends which may indicate off rolling has taken place, and challenge schools as appropriate.

Please contact the EHE team if you are unsure of how to support families considering EHE, or if you need any advice regarding EHE.



## Deregistration Process for Elective Home Education (DCC)



If you have any enquiries or need advice regarding any of your pupils, please email:  
[cs.ehe@derbyshire.gov.uk](mailto:cs.ehe@derbyshire.gov.uk)

## **Appendix 2 – RMBC EHE Guidance and Procedures**

**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 admissions register. A letter signed and dated by all adults with parental responsibility is recommended. The date is then used as the date the child should be removed from the school's admissions register and indicates the date EHE commenced.

RMBC reminds schools or other education providers that on receiving a parental withdrawal letter, they must remove the child from the school admissions register in-line with the parental letter as well as notifying the LA, by email or telephone conversation with the EHE Officer(s).

In line with Department for Education advice to parents considering the withdrawal of their child from school to Elective Home Education, we strongly recommend that parents meet with the LA to consider whether EHE is appropriate for your family and your child before you decide whether to withdraw them from their school's school admissions register.

### **Removal of a child from a school, school admissions register to elective home education (School responsibility):**

Parents are advised to send a signed and dated letter to confirm that they are educating their child(ren) at home. This should be sent directly to the Head Teacher of the school.

School must deregister the child (take the child off the school admissions register) in line with the parental choice.

School will contact EHE Officer(s) and forward a copy of the parental letter with known contact details.

EHE Officer(s) will work with the school to ensure that pupil/school aged child information system records are accurate.





### Elective Home Education Protocol

School staff become aware that a parent/carer is considering Electively Home Educating

Schools should not advise families for or against EHE.

School will pass EHE Team details onto parents and advise that they seek independent advice before making a decision.

Parents can access DFE guidance and Rotherham's EHE policy online.

01709-823804

electivehomeeducation@rotherham.gov.uk

School to offer family a meeting in school to discuss, EHE Team to be invited if appropriate.

Family decides to proceed with EHE, withdrawal letter received in school. Signed by both parents with Parental Responsibility.

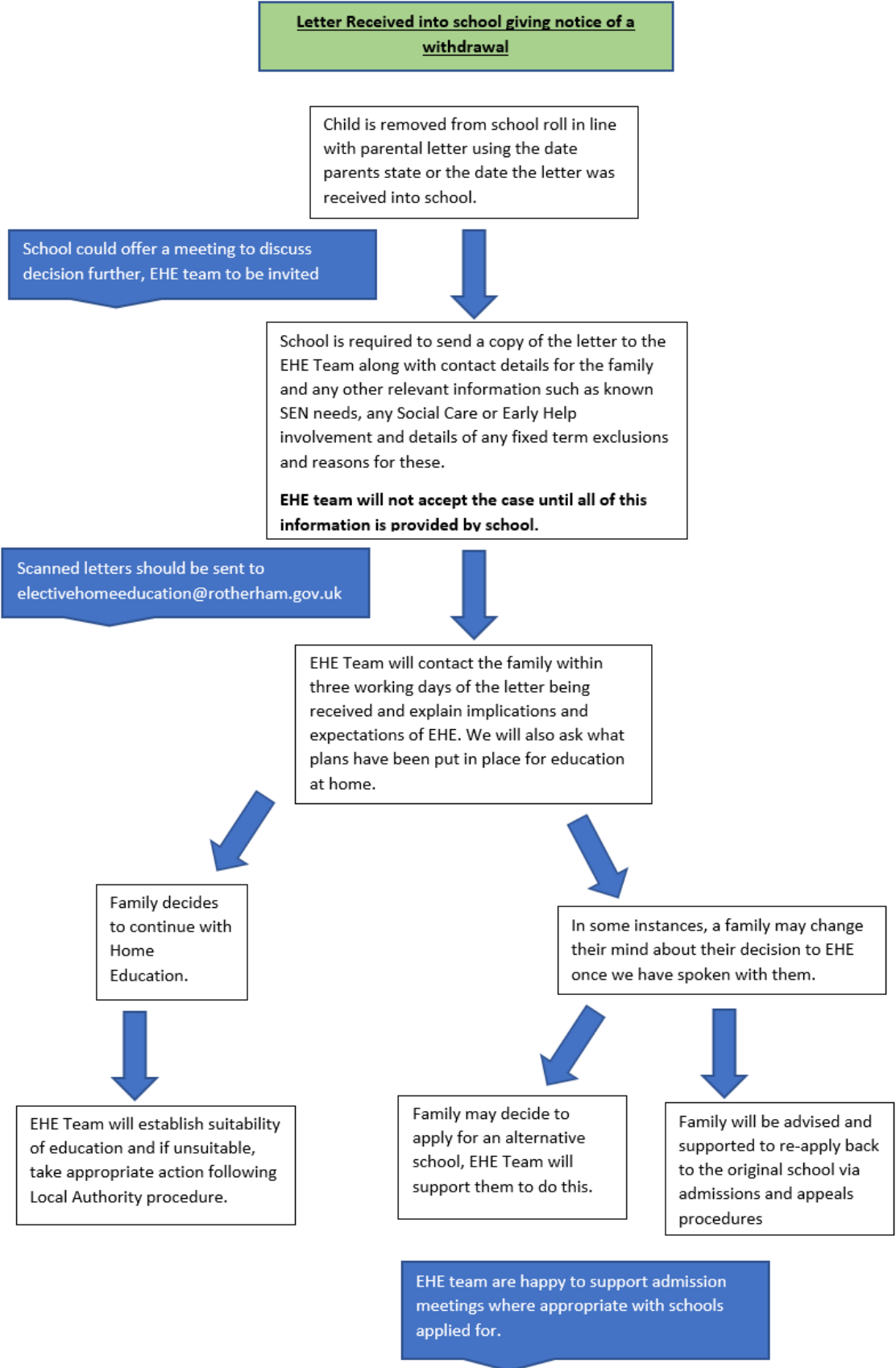
Issues resolved, plans in place for child to remain in school.

If a child has an EHCP in place, a review must be called by school. If a child is placed in **specialist provision**, a child cannot be removed from roll until the case is heard at EHC panel.

Good practice is to ask parents to provide a letter stating their intention to EHE.

Some schools may choose to acknowledge receipt of a parental letter in writing, however this is not a statutory requirement.





## Sheffield City Council – EHE Guidance and Procedures

In order to refer a child to the Sheffield Elective Home Education service, the following will be required:

1. A copy of a signed and dated letter from the child's parent/carer stating that they wish to home-educate their child.
2. An attendance certificate
3. A copy of the pupil/student's most recent report
4. A completed Children Missing Education (CME) referral form (appendix 4)
5. A completed Request to Remove from Roll form (appendix 5)

The information should not be sent directly to the EHE service.

The CME team will send a deregistration letter to the academy via Anycomms within ten days' receipt of the above documentation. (Please note, deregistration letters will only be sent on Friday)

The pupil/student should remain on roll until the above notification has been received



## Appendix 4

### Elective Home Education Notification form

This form should be completed and returned to Children Missing Education (CME) via Anycomms alongside a completed CME request to remove from roll form, copy of a **signed** withdrawal letter from parents, an attendance certificate and a copy of their last report. **Please do not send this information direct to the EHE Service.**

Name of child:		Date of birth:	
		Yr:	Gender: F
Is this child a carer:			
Address:			
Post code:			
Telephone number:		Mobile:	
Names of parents/carers or adults with parental responsibility:			
Name of school:		Name of school age siblings if known:	
Date school received withdrawal letter from parents/carers:			Attendance %:
Date last attended school:		Have you discussed home education with the family? Yes/ No	
Did anything happen in school which may have led parents to take this decision.			
In your opinion what are the main reasons for the parent withdrawing their child to home educate them? (You can tick more than one option)			
Covid-19	<input type="checkbox"/>	Racism/Homophobia bullying	<input type="checkbox"/>
Problems with SEN provision	<input type="checkbox"/>	Religious Beliefs	<input type="checkbox"/>
No satisfactory school place	<input type="checkbox"/>	Philosophical	<input type="checkbox"/>
Dissatisfaction with school provision	<input type="checkbox"/>	Bullying	<input type="checkbox"/>



School Refuser	<input type="checkbox"/>	Medical needs of parent	<input type="checkbox"/>
Risk of exclusion	<input type="checkbox"/>	Physical medical needs of child	<input type="checkbox"/>
Attendance/at risk of prosecution	<input type="checkbox"/>	Lifestyle/cultural	<input type="checkbox"/>
Referral to social services	<input type="checkbox"/>	Social, emotional or mental health of the child	<input type="checkbox"/>
School advice	<input type="checkbox"/>	Gifted/Talented	<input type="checkbox"/>

Does the child have special educational needs/support in school?  
 EHCP  SEN support  None

Please provide details of any support provided:

Last EHCP review date:

When was the child's most recent assessment and what levels did they attain?

Please provide a brief description of learning concerns/positives.

Has a CAF been considered or completed? Yes / No (If yes please attach a copy)

Is there a safeguarding file? Yes / No

Is this child currently on a Child Protection Plan? Yes / No

Has this child been on a Child Protection Plan previously? Yes/No

Is this a Child in Need? Yes / No

Has this child had any fixed term exclusions? Yes/No (If yes, please provide details)



Are any other agencies involved with the family?

Please provide details of any safeguarding concerns you may have or any other relevant information

Do you know of any reasons why this family should not be visited by a lone member of staff? **(Do not leave blank)**

Signed.....

Name.....

Position in school.....

Date.....

Contact telephone number..... Updated 2021/22



## Appendix 5



## CHILDREN MISSING FROM EDUCATION REFERRAL FORM

Information provided may be shared with other professionals under Schedule 2 of the Data Protection Act 1998

STUD ID (Office use only)	NAME	DoB	Y	M/F	SEN/ LAC	UPN
SHEFFIELD ADDRESS					POSTCODE	
REFERRING SCHOOL					DATE LAST ATTENDED (Attendance certificate must be attached)	
Name of person requesting removal from roll						
Position in school						
Do you have any concerns or worries about this child/ren's safety? (If you believe the child/ren to be at risk of significant or immediate harm contact Safeguarding on 0114 2734855)						Y/N
If yes state reason						
Is the child/ren subject to a CPC or <del>CiN</del> ?						Y/N
Have you informed any of the professional working with the family about your concerns or worries? If so please indicate below.						
NAMES OF OTHER PROFESSIONALS WORKING WITH THE FAMILY						
SENCO					Contact No.	
SOCIAL WORKER					Contact No.	
MAST/CILS WORKER					Contact No.	
EP					Contact No.	
Parental Information						
Parent/Carer Name						
Contact No						
Parent/Carer Name						
Contact No						
Name and Address of parent/carer with parental responsibility who no longer resides with the child/ren						



<b>REFERRAL REASON (only complete the applicable section)</b>	
<b>HOME EDUCATION (the documentation below must be attached before the referral will be accepted)</b>	
Date of meeting with parent/carers to discuss Elective Home Education	
Completed Elective Home Education referral form attached	Y/N
Copy of parent/carer letter	Y/N
<b>WHEREABOUTS UNKNOWN</b>	
Date pupil/s stopped attending school	
Date of phone call/email to parent/carer	
Outcome of phone call/email to parent/carer	
Date of phone call to emergency contact	
Outcome of phone call to emergency contact	
Date of home visit (a CME referral will not be accepted without this information)	
Name of person who completed visit	
<b>LEAVING SHEFFIELD WITH KNOWN DESTINATION (Staying in UK)</b>	
New address	
School parents have applied for	
Date of moving out of Sheffield	
Reason for leaving Sheffield	
Date of home visit (a CME referral will not be accepted without this information)	
Name of person who completed visit	
<b>LEAVING THE UK PERMENANTLY / EXTENDED LEAVE</b>	
Travel documents attached	Y/N
Date of travel	Return date
Reason for leaving	
Forwarding address	
Date of home visit (a CME referral will not be accepted without this information)	
Name of person who completed visit	
<b>Signed</b>	
<b>Date</b>	

Return form via Anycomms only to Children Missing from Education Team – our aim is to send a Deregistration letter via Anycomms (only) within 10 school days of receipt of a fully completed and signed referral form. (However, at busy times i.e. September this may not be possible)

Please note deregistration letters are only sent to schools on a Friday

