

Elective Home Education Policy

DATE: September 2026

POLICY LEAD: Executive Principal

APPROVED BY: Executive Team



Excellence



Equity



Empowerment

DOCUMENT CONTROL

Policy Level	Trust	
Approved By	Executive Team	
Approval Date	28 th September 2026	
This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice.		
Policy Lead / Author	Executive Principal / K. Wright	
Version Number	Date Issued	Updated Information
V1	October 2023	• New Policy
V2	September 2024	• Amended wording from ACET Safeguarding Policy to refer to individual academy policies.
V3	September 2025	• ACET will not agree to flexi-schooling requests.
V4	July 2026	• Keeping Children Safe in Education (KCSIE) 2026 - including enhanced recording requirements and online safety considerations. • Clarification about when a child should be removed from roll. • DfE Elective Home Education guidance - including information provision to parents. • Best practice for SEND procedures - including EHCP reviews prior to deregistration. • Year 11 specific procedures - addressing the increased risk period. • Safeguarding threshold considerations - ensuring appropriate scrutiny of EHE requests where safeguarding concerns exist. • Enhanced recording requirements - ensuring compliance with KCSIE 2026. • Equality impact assessment - demonstrating due regard to the Public Sector Equality Duty. This will be monitored and a review carried out annually. • Corrected "must" vs "should" terminology - ensuring legal accuracy throughout. • Derbyshire academies must notify the LA within 5 working days of receiving the de-registration letter. This is not best practice but is a legal requirement.

		Legal framework summary included.
V5	September 2026	Updated for KCSIE 2026; introduced a coordinated multi-agency pre-decision meeting process; corrected deletion and local authority return requirements to the School Attendance (Pupil Registration) Regulations 2024; clarified SEND, social care, safeguarding and statutory exceptions.

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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:

- Individual academy Safeguarding Policies and Keeping Children Safe in Education (KCSIE) 2026.

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 part-time attendance arrangements. **ACET will not agree to flexi-schooling requests.**

Parents/carers do not have to seek the academy's permission to choose elective home education. Where a child is registered at an academy, however, the statutory ground for deletion for EHE normally requires written notification that the child will cease to attend after a specified day and will receive education otherwise than at school. Early discussion is strongly encouraged so that the child and family can receive accurate information and support before a final decision is made.

A pupil's name may be deleted only where a ground in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is fully met. Until deletion takes effect, the pupil remains registered and the academy's attendance and safeguarding duties continue. The academy will therefore encourage parents/carers who are considering EHE to contact the academy before submitting final written notification.

Under regulation 9(1)(f) of the School Attendance (Pupil Registration) (England) Regulations 2024, the academy must delete the name of a pupil of compulsory school age where the parent has notified the academy in writing that the pupil will cease to attend after a specified day and will receive education otherwise than at school, once that day has passed. The academy must not delete the name before the statutory ground is met and must not delay deletion after it is met in order to complete a non-statutory meeting. Different rules apply where a School Attendance Order is in force and where a pupil attends a special school under local authority arrangements; these cases must be referred immediately to the local authority and the pupil must remain on roll unless and until the relevant legal requirements are satisfied.

Parental Rights and Responsibilities

As soon as a parent/carer expresses an intention to consider EHE, and before final written notification where possible, the academy will provide the following information and invite the family to a **coordinated multi-agency meeting**. The purpose is to support an informed, voluntary decision centred on the individual child's best interests; it is not a permission process and must not be used to obstruct lawful parental choice:

- DfE guidance 'Elective Home Education: Guidance for Parents' (available at: <https://www.gov.uk/government/publications/elective-home-education>)
- Information about their legal duty to provide a suitable full-time education for their child.
- Details of the Local Authority EHE team and their role in supporting and monitoring home education.

- Information about the support available from the Local Authority.
- Clarification that flexi-schooling requests will not be agreed by ACET.
- Information about the implications for SEND support, examinations, and future educational pathways.
- Details of how EHE may affect access to school-based services, including pastoral support, careers guidance, and examination entry.

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 regards 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.
- On receiving written notification, the Headteacher/Principal and DSL must check the wording and the date on which the pupil will cease to attend. The academy will act under regulation 9(1)(f) of the School Attendance (Pupil Registration) (England) Regulations 2024: deletion takes place after the specified day has passed, provided the statutory ground is fully met. The academy must not backdate deletion or use the notice period to frustrate the parent's decision.
- The academy must make the required deletion return to the local authority under regulation 13 of the School Attendance (Pupil Registration) (England) Regulations 2024 as soon as the ground for deletion is met and no later than the point at which the pupil's name is deleted. The return must contain the prescribed pupil, parent, address, contact and deletion-ground information. Any local form or workflow is additional to, and must not displace, this statutory return.
- Until deletion takes effect, all attendance, education, SEND and safeguarding arrangements remain in force. Relevant information must be shared promptly and securely with the local authority and other professionals on a lawful, necessary and proportionate basis. Any child protection, child in need, early help, looked-after child, mental health or other multi-agency plan continues notwithstanding EHE.
- Every proposed move to EHE must be discussed promptly with the Academy DSL. The academy must contact the local authority EHE service at the earliest indication that EHE is being considered and identify the professionals who should contribute to a meeting. Depending on the child, this may include the DSL, SENCO, attendance lead, pastoral or mental health lead, local authority EHE and SEND officers, the allocated social worker or early help lead, virtual school head, health professionals and any other practitioner who knows the child. Existing safeguarding concerns must be referred or escalated through local safeguarding partnership procedures; EHE itself is not evidence of abuse or neglect.
- For a child with SEND, a disability, an EHC plan, mental health needs or other vulnerability, the multi-agency review must receive heightened priority. The SENCO must provide current assessment, provision, progress and transition information. Where an EHC plan is in place, the local authority must review the plan, working closely with parents/carers; the academy will request an early review before the final decision where possible. A pupil attending a special school under local authority arrangements must not be deleted from roll without the local authority's consent, or the Secretary of State's direction if consent is refused, in accordance with regulation 9(2) of the 2024 Regulations.

In line with KCSIE 2026 paragraphs 222-225, the academy will work with the local authority and other key professionals to coordinate a meeting with the parent/carer before a final decision is made, where possible. The child should be heard and involved in a way appropriate to their age, understanding and circumstances. The meeting should consider the reasons for EHE; the child's wishes, education, safety, wellbeing, SEND and health needs; any existing plans or risks; support or reasonable adjustments that could address school-based issues; examination and transition implications; and clear next actions, owners and timescales. The academy must log:

- The invitation sent to parents/carers and the LA (including date sent and method)
- The parent/carer's response (whether they accepted or declined)
- Should communication from parents/carers not be forthcoming, an EWO visit will be initiated to hand-deliver communication and conduct a safe and well check on the child not in education.
- Minutes from the meeting (if it takes place)
- Any outcomes or actions agreed.
- The parent's stated final decision, the specified last day of attendance, the statutory deletion ground and the actual date of deletion.

Parents/carers are not required to attend or to obtain professional approval. If they decline, do not engage, or submit final notice without allowing time for a meeting, the academy must record the attempts made, share relevant information, complete any safeguarding referral or escalation required, and comply with the statutory deletion timescale once the ground is met. A meeting does not replace an EHC plan review, child protection process, strategy discussion or other statutory multi-agency meeting.

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 must only be removed from the academy roll in line with the respective local authority procedures (see appendices 1-3).

Year 11 Students

The academy recognises that Year 11 is a particularly stressful time for students and their families, and historically sees increased EHE requests, especially after Christmas holidays.

For any Year 11 student where EHE is being considered:

- The academy will contact the relevant Local Authority EHE team immediately via the designated email address (see appendices 1-3 for LA-specific contact details)
- The academy will discuss examination entry implications with parents/carers, including:
 - Impact on GCSE entries and examination access
 - Costs associated with private examination entry
 - Availability of examination centres for private candidates
 - Impact on post-16 pathways and future educational opportunities
- The academy will explore all possible in-school support options before deregistration, including:
 - Reduced timetables (where appropriate and with LA agreement)
 - Alternative provision
 - Additional pastoral or mental health support
 - Examination access arrangements
 - Parents/carers will be provided with comprehensive information about the impact on their child's educational future.

Safeguarding Thresholds and EHE

Where there are existing or emerging safeguarding concerns, the academy will:

- Discuss the case with the ACET DSL and Academy DSL before any deregistration takes place.
- Consider whether the EHE request may be linked to safeguarding concerns, including:
 - Attempts to avoid scrutiny of bruising or injuries.
 - Concerns about radicalisation or extremism.
 - Forced marriage or honour-based abuse.
 - Child sexual exploitation or child criminal exploitation.
 - Female genital mutilation.
 - Online safety concerns including exposure to harmful content.
 - Share information appropriately with Local Authority safeguarding teams in line with information sharing protocols.
 - Where a child has a social worker, is looked after, is subject to a Child Protection Plan or Child in Need plan, receives early help, or is otherwise vulnerable, invite the lead professional and local authority EHE service to the pre-decision meeting and ensure the proposed change of education status is considered within the relevant multi-agency plan.

- Do not treat deregistration as resolving or closing safeguarding concerns. Where risk may increase, make or escalate a referral immediately and agree with children's social care and other relevant agencies how the child will remain visible and supported. Safeguarding concerns do not by themselves create a legal power for the academy to refuse deletion once the statutory ground is met.
- Consider whether a referral to children's social care and/or the police is necessary.
- A risk assessment is carried out where a child is deemed to be at an increased risk from being taken off school roll for EHE.

Recording Requirements

In line with KCSIE 2026, the academy must maintain clear, comprehensive and secure records of all EHE expressions of intention, written notifications, professional discussions, meetings, decisions, statutory returns, information sharing and safeguarding action.

Records must include:

- A clear and comprehensive summary of any safeguarding concerns
- The context in which concerns arose.
- Details of all discussions with parents/carers, the Academy DSL, ACET Safeguarding Lead, and Local Authority (including dates, times, attendees, and key points discussed)
- All decisions made and the rationale for those decisions.
- Actions taken and outcomes achieved.
- Dates and attendees of all meetings
- Copies of all correspondence with parents/carers and the Local Authority
- Details of information provided to parents/carers about EHE.
- Any risk assessments completed.
- Evidence of attempts to resolve issues within the academy before deregistration

These records must be:

- Kept confidential and secure.
- Stored in line with GDPR regulations.
- Maintained in the pupil's safeguarding file.
- Transferred to the Local Authority when the pupil is deregistered, in accordance with child protection record retention and transfer procedures.

The Academy DSL is responsible for ensuring that all staff understand what they need to record. If any staff member is unsure, they must discuss this with the DSL or deputy DSL.

Off-Rolling Prevention – Strengthening Monitoring

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.

Off rolling is defined as: *"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)

ACET academies must:

- Never suggest EHE as a solution to attendance, behaviour, or academic performance concerns
- Never use EHE as an alternative to formal exclusion procedures
- Always explore all in-school support options before any discussion of EHE
- Ensure that any EHE decision is genuinely parent-led and in the child's best interests.
- Maintain clear records demonstrating that the decision was parent-initiated.
- Be aware that Ofsted monitors trends which may indicate off-rolling and will challenge schools where this is suspected.

- The ACET executive team will monitor EHE deregistration's across the trust to identify any concerning patterns or trends that may indicate off-rolling practices.

Monitoring and Accountability

The ACET Executive Team will:

- Review EHE deregistration data termly across all academies.
- Analyse trends by protected characteristics (ethnicity, SEND, gender, etc.) to identify any disproportionate impacts.
- Investigate any concerning patterns, such as:
 - Clusters of deregistration's at particular times of year
 - High numbers of deregistration in Year 11
 - Deregistration following behaviour incidents or attendance concerns.
 - Disproportionate deregistration rates for groups
 - Report findings to the Curriculum & Standards Committee (termly)
 - Take action to address any identified issues, including additional training, policy review, or intervention in individual academies.

Academy leaders must be able to demonstrate that:

- All EHE deregistration's were genuinely parent-initiated.
- All in-school support options were explored before deregistration.
- No pupil/student was encouraged to leave the academy roll to avoid exclusion, poor attendance, or poor behaviour.
- All procedures in this policy were followed.
- Provide a termly report to the Local Governing Body.

References and Further Guidance

DfE Elective Home Education – Guidance for Local Authorities

https://assets.publishing.service.gov.uk/media/66bf6d2bdcb0757928e5bd47/Elective_home_education_departmental_guidance_for_local_authorities.pdf

DfE Elective Home Education – Guidance for Parents

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

School Attendance (Pupil Registration) (England) Regulations 2024

<https://www.legislation.gov.uk/ukxi/2024/208/contents>

Keeping Children Safe in Education (KCSIE) 2026, especially paragraphs 222-225

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Legal Framework Summary

- Education Act 1996, Section 7 - parental duty to ensure education.
- School Attendance (Pupil Registration) (England) Regulations 2024 - admission register, deletion and local authority return requirements.
- Children and Families Act 2014 and SEND Code of Practice: 0 to 25 years - EHC plan duties and reviews.
- Keeping Children Safe in Education 2026 - safeguarding and coordinated pre-decision meeting expectations.
- Equality Act 2010 - Public Sector Equality Duty.
- Data Protection Act 2018 / UK GDPR - information sharing and record keeping.

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 deregistration form 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 School Attendance (Pupil Registration) (England) Regulations 2024 require the academy to make a deletion return to the local authority as soon as the relevant ground is met and no later than deletion. The academy must also follow the current Derbyshire EHE notification process, ensuring that local administrative steps do not delay or alter the statutory deletion date.

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.

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 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 are confident that the vast majority of Derbyshire's schools are extremely supportive of families choosing to 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).

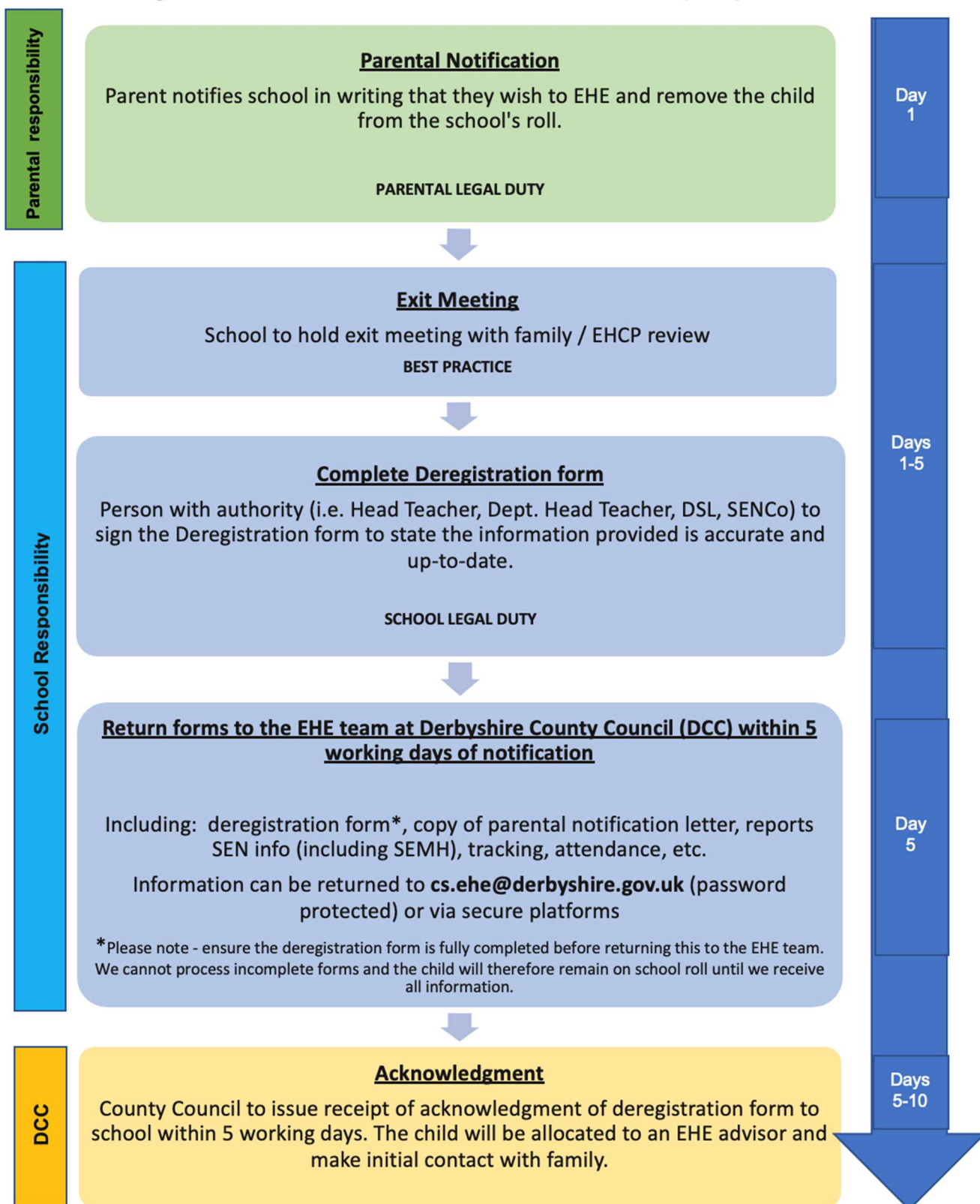
Derbyshire County Council will continue to monitor trends which may indicate off rolling has taken place, and challenge schools as appropriate.

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

Contact details for Derbyshire EHE team:

Email: cs.ehe@derbyshire.gov.uk

Deregistration Process for Elective Home Education (DCC)



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.

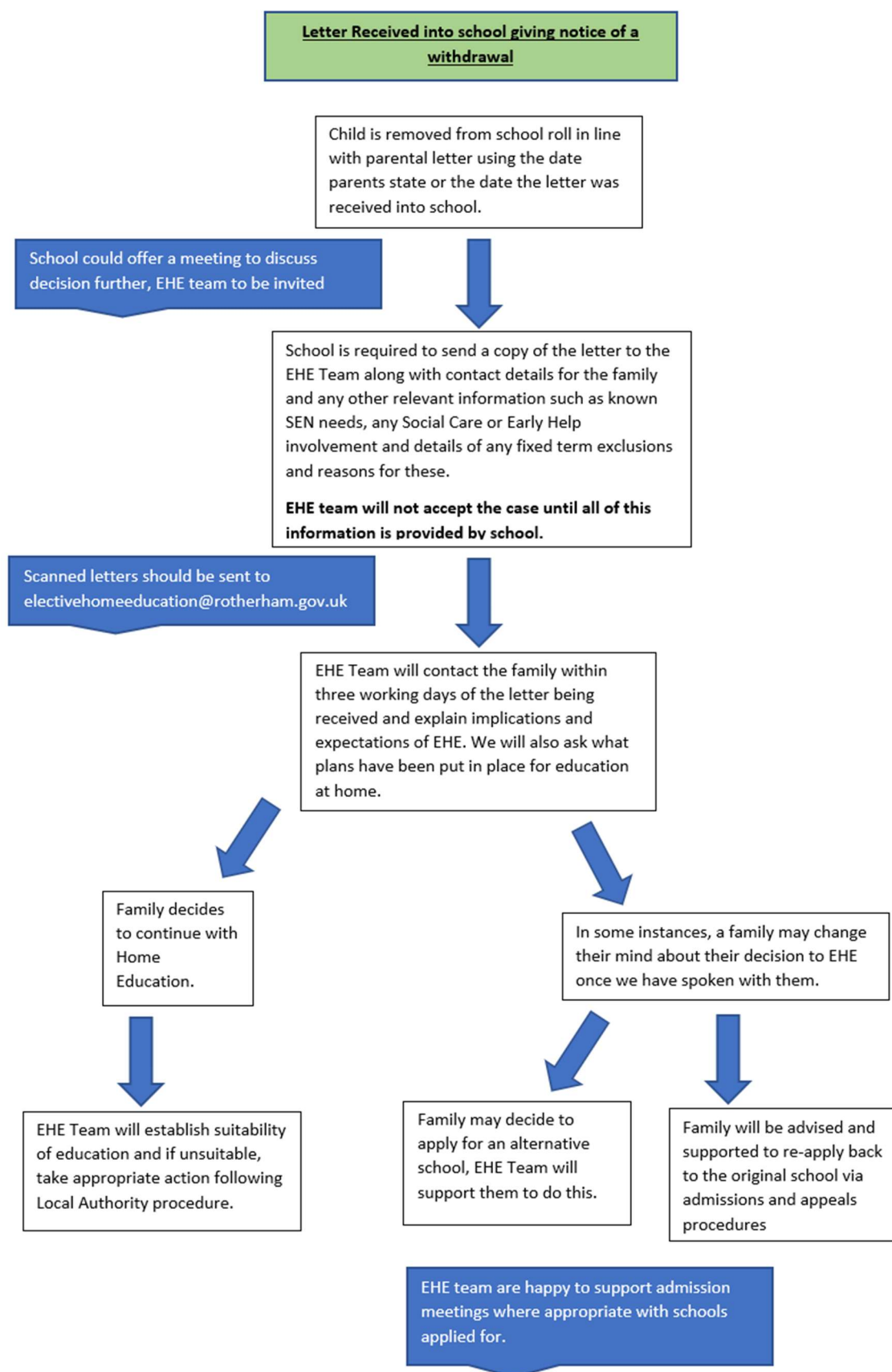
Family decides to proceed with EHE, withdrawal letter received in school. Signed by both parents with Parental Responsibility.

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.



Appendix 3 - 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/carers 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.

See appendices 5 & 6.

The academy must follow current Sheffield notification arrangements while independently ensuring compliance with regulation 9 and regulation 13 of the School Attendance (Pupil Registration) (England) Regulations 2024. If local administrative instructions appear inconsistent with the Regulations, the Headteacher/Principal must obtain written clarification from Sheffield City Council and, where necessary, legal advice before acting; an administrative letter must not be treated as changing the statutory ground or date for deletion.

Appendix 4 - Equality Impact Assessment

ACET has carefully considered and analysed the impact of this policy on equality and the possible implications for pupils/students with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Particular consideration has been given to:

- Pupils with SEND: Enhanced procedures are in place to ensure SEND needs are fully considered and appropriate support is maintained or transferred.
- Pupils from different ethnic backgrounds: Monitoring of EHE requests will identify any disproportionate impact on particular ethnic groups.
- Pupils with mental health needs: Additional safeguarding checks are in place for pupils with anxiety or mental health concerns.
- Gender: Monitoring will identify any gender-related patterns in EHE requests
- Religion or belief: The policy respects parents' rights to educate in accordance with their religious or philosophical beliefs while maintaining safeguarding standards]
- ACET will monitor EHE deregistration's across all protected characteristics to identify and address any disproportionate impacts.
- monitoring and a review of this will be conducted annually.

Appendix 5 - 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	☐	Racism/Homophobia bullying	☐
Problems with SEN provision	☐	Religious Beliefs	☐
No satisfactory school place	☐	Philosophical	☐
Dissatisfaction with school provision	☐	Bullying	☐
School Refuser	☐	Medical needs of parent	☐
Risk of exclusion	☐	Physical medical needs of child	☐
Attendance/at risk of prosecution	☐	Lifestyle/cultural	☐
Referral to social services	☐	Social, emotional or mental health of the child	☐
School advice	☐	Gifted/Talented	☐
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

Appendix 6 – Children Missing From Education Referral Form



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 CiN?						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/carers with parental responsibility who no longer resides with the child/ren						

REFERRAL REASON (only complete the applicable section)	
HOME EDUCATION (the documentation below must be attached before the referral will be accepted)	
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
WHEREABOUTS UNKNOWN	
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	
LEAVING SHEFFIELD WITH KNOWN DESTINATION (Staying in UK)	
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	
LEAVING THE UK PERMANENTLY / EXTENDED LEAVE	
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	
Signed	
Date	

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

Appendix 7: Co-ordinated Multi-Agency Meeting Toolkit

Co-ordinated Multi-Agency Meeting

Elective Home Education (EHE): pre-decision meeting proforma and invitation letter

Purpose: Use promptly when a parent/carers expresses an intention to consider EHE. The meeting supports an informed, voluntary decision; it is not a permission process and must not delay lawful deletion once the statutory ground is met.

How to use this toolkit

- ☐ Part A is the meeting record and action plan. Complete preparatory checks before the meeting, then record discussion, decisions, rationale, actions, owners and timescales.
- ☐ Part B is a customisable letter inviting parents/carers and the child. Record the date and method sent, and the response, in Part A.
- ☐ Store the completed record securely in the pupil's safeguarding file and transfer records in accordance with child-protection and data-protection procedures.

Policy basis: ACET Elective Home Education Policy, version 5 (September 2026), especially “ACET Elective Home Education Procedures”, “Safeguarding Thresholds and EHE” and “Recording Requirements”.

PART A

Meeting Proforma

Academy _____

Pupil/student name _____

Date of birth / year group _____

Parent(s)/Carer(s) _____

Lead Professional/Chair _____

1. Trigger and legal status check.

Item	Record
Date EHE intention first expressed:	
How/through whom expressed:	
Written notification received? ☐ No ☐ Yes — date/time:	
Specified last day of attendance:	
Current roll status / deletion ground:	
Local authority area and required local workflow:	

Legal checkpoint: Until deletion takes effect, attendance, education, SEND and safeguarding arrangements continue. Do not backdate deletion or delay it to complete this non-statutory meeting. Refer School Attendance Order cases and pupils at special schools under local-authority arrangements immediately to the local authority.

2. Invitation and contact log

Date/time	Person/agency	Method	Invitation or response / outcome

- ☐ Parent/carers informed attendance is voluntary and the meeting is not an approval process.
- ☐ Local authority EHE service contacted at the earliest indication.
- ☐ Child invited/heard in a way appropriate to age, understanding and circumstances.

3. Preparatory multi-agency checks

- ☐ Academy DSL consulted promptly.

- ☐ Existing/emerging safeguarding concerns reviewed and referred/escalated through local safeguarding partnership procedures where required.
- ☐ Relevant professionals identified: DSL, SENCO, attendance, pastoral/mental health, LA EHE/SEND, social worker/early help, virtual school, health and others who know the child.
- ☐ For SEND/disability/EHC plan/mental health/other vulnerability: heightened priority applied and SENCO information prepared.
- ☐ For an EHC plan: early review requested where possible; statutory review process remains separate.
- ☐ For Year 11: LA EHE team contacted immediately; examination entry/access, costs, centres and post-16 pathways prepared for discussion.
- ☐ Existing child protection, child in need, early help, looked-after child, mental health or other plan remains active and lead professional invited.
- ☐ Necessary and proportionate information prepared for secure sharing on a lawful basis.

4. Meeting arrangements and attendance

Date	Time	Venue / secure link	Chair	Minute taker
Name		Role / agency	Contact details	Attended / apologies

Parent/carers support, interpreter or accessibility adjustments

How the child's views will be obtained / who will support them

5. Opening statement and consent/information sharing

- ☐ Chair confirmed the purpose: informed, voluntary, child-centred discussion; not permission to home educate.
- ☐ Chair confirmed parents/carers may decline and no professional approval is required.
- ☐ Confidentiality, record keeping and lawful information sharing explained, including safeguarding limits.
- ☐ Meeting does not replace an EHC plan review, child-protection process, strategy discussion or other statutory meeting.

Any consent, objection or information-sharing decision and rationale

6. Child and family perspective

Parent/carers's stated reasons for considering EHE

Evidence the decision is parent-initiated / any off-rolling concern

Child's wishes, feelings and preferred way of being involved

7. Education, attendance and progress

Area	Current position / evidence	Needs, strengths or implications
Attendance and engagement		
Curriculum, attainment and progress		
Behaviour / exclusions		
Transition and future pathways		
School-based services likely to change		

8. SEND, disability and health

Area	Current provision / assessment / progress	Required action or transition issue
SEND status / support		
EHC plan and review date		
Reasonable adjustments		
Mental health / wellbeing		
Health needs / involved professionals		

9. Safeguarding and existing plans

Safeguarding: EHE is not itself evidence of abuse or neglect. Deregistration does not resolve or close safeguarding concerns. If risk may increase, refer/escalate immediately and agree how the child will remain visible and supported.

Concern / context	Current plan, threshold or protective factor	Action / escalation / visibility arrangement

Child has: ☐ Social worker ☐ CP plan ☐ CIN plan ☐ Early help ☐ Looked-after status ☐ Other plan
☐ None known _____

Lead professional and next statutory/multi-agency review

Children's social care / police referral decision and rationale

10. Support and alternatives explored

Issue identified	Support / reasonable adjustment explored	Family/child response	Outcome / next step

- ☐ No participant suggested EHE as a solution to attendance, behaviour, exclusion or academic-performance concerns.
- ☐ All appropriate in-school options were explored without obstructing lawful parental choice.

11. Examinations and pathways (complete especially for Year 11)

- ☐ Impact on GCSE/other examination entries and access explained.
- ☐ Private-entry costs and availability of examination centres explained.
- ☐ Examination access arrangements considered.
- ☐ Careers guidance, post-16 applications and future pathways considered.
- ☐ Alternative provision, pastoral/mental-health support or reduced timetable considered where appropriate.

Details / advice given / named contact

12. Information provided to parent/carer

- ☐ DfE "Elective Home Education: Guidance for Parents."
- ☐ Legal duty to provide a suitable full-time education.
- ☐ Local authority EHE team details, role, support and monitoring.
- ☐ ACET position that flexi-schooling requests will not be agreed.
- ☐ SEND/EHC plan implications, examinations and future pathways.
- ☐ Effect on school-based pastoral support, careers guidance and examination entry.

Other documents, links or advice provided

13. Analysis, decisions and rationale

Decision / professional view	Evidence and rationale	Who made / recorded it

Equality considerations / protected characteristics and any mitigating action

Outstanding disagreement or uncertainty and how it will be resolved

14. Action plan

Action	Owner	Due date/time	Status completion / evidence

15. Parent/carer's final position

At close of meeting: ☐ Undecided ☐ Remain at academy ☐ Intends EHE ☐ Other

Parent/carer's stated final decision (record their own words where practicable)

Specified last day of attendance (if notified)

Follow-up contact agreed

16. Post-meeting and statutory completion record

- ☐ Minutes checked, dated and stored securely in pupil safeguarding file.
- ☐ Minutes/outcomes shared securely with parent/carer and relevant professionals as appropriate.
- ☐ Actions monitored; safeguarding referral/escalation completed where required.
- ☐ Relevant information transferred promptly and securely to the local authority.
- ☐ Regulation 13 deletion return completed as soon as ground met and no later than deletion.
- ☐ Attendance/education/SEND/safeguarding duties maintained until deletion took effect.
- ☐ Local authority administrative workflow completed without altering statutory deletion date.

Required record	Date/time	Completed by / evidence location
Statutory deletion ground confirmed:		
Actual date pupil deleted from roll:		
Regulation 13 return sent:		
Safeguarding record transferred:		
Outcome/action review completed:		

Chair name / signature _____

Date completed _ _____

DSL review / date _____

PART B

Invitation Letter Template

Replace all square-bracketed text before sending. Send promptly, record the date/method, and retain a copy in the pupil's safeguarding file.

[Academy letterhead / academy name]

[Date]

Private and confidential

[Parent/carers name]

[Address / email]

Dear [parent/carers name],

Re: [child's full name], [date of birth / year group] — invitation to a co-ordinated multi-agency meeting about elective home education

Thank you for telling us that you are considering elective home education (EHE) for [child's first name].

We would like to invite you to a co-ordinated meeting so that you, [child's first name] and the professionals who know or can support your family can share information and consider the options together.

The meeting is intended to support an informed, voluntary decision focused on [child's first name]'s best interests. It is not a request for permission to home educate, and professional approval is not required. You do not have to attend. If you have already provided final written notification, the meeting will not be used to delay any action the academy must take under the law.

Proposed meeting details:

Date	Time	Venue / secure link	Expected duration
[date]	[time]	[location/link]	[duration]

We propose inviting [academy DSL], [SENCO], [local authority EHE officer] and [other named professionals/roles]. Please tell us if there is anyone else you would like invited, or if you would like to bring a supporter. We will only share information where it is lawful, necessary and proportionate, and safeguarding information may need to be shared to protect a child.

What we would like to discuss

- ☐ your reasons for considering EHE and any questions you have.
- ☐ [child's first name]'s wishes and feelings, in a way that suits their age, understanding and circumstances;
- ☐ education, progress, safety, wellbeing, SEND, disability, health and any existing plans or risks;
- ☐ support or reasonable adjustments that might address any school-based issues;
- ☐ the effect of EHE on SEND support, examinations, school-based services, careers guidance, transition and future pathways; and
- ☐ clear next steps, who will take them and by when.

Please let us know how [child's first name] would prefer to contribute—for example by attending all or part of the meeting, speaking with a trusted adult beforehand, or providing written or recorded views. Please also tell us about any interpreter, communication, accessibility, cultural or other adjustments you need.

Enclosed/provided with this letter are: [DfE parent guidance]; information about your duty to provide a suitable full-time education; contact details and information about support from [local authority] EHE

service; information about SEND, examinations and future pathways; and an explanation of the school-based services that may change. Please note that ACET does not agree flexi-schooling requests.

Please reply by [date/time] to [name, role, telephone and email] to accept, decline, request changes or ask any questions. If you decline or do not respond, we will record our attempts to contact you, share relevant information with appropriate services where lawful, and take any safeguarding action required. Any existing child protection, child in need, early help, looked-after child, mental health, EHC plan or other multi-agency process will continue as applicable.

Yours sincerely,
 [Name]
 [Role]
 [Academy]
 [Direct contact details]

Office-use record

Invitation sent	Method	Response	Recorded by
Date/time:	☐ Email ☐ Post ☐ Hand ☐ Other	☐ Accepted ☐ Declined ☐ No response ☐ Changes requested	Name/date:
Follow-up:	Method:	Outcome:	Name/date:

Where communication is not forthcoming from a parent/carers, the Principal will liaise with the Education Welfare Officer (EWO) to conduct a safe and well check on the child and to hand-deliver a copy of the communications sent via email.