

Children's Services Elective Home Education Procedure

These procedures should be read in conjunction with Children's Services Elective Home Education Policy (EHE)

Contents

- 1.0 Introduction**
- 2.0 Notification to EHE**
- 3.0 Inclusion & Attendance Team – EHE Procedure**
- 4.0 Education Welfare Service – EHE Procedure**
- 5.0 CfBT School improvement Service – EHE Procedure**
- 6.0 Further Education**
- 7.0 Child Protection Concerns**

1.0 Introduction

- 1.1 These procedures are those of Lincolnshire County Council (LCC) Children's Services and should be followed for those children whose parents have chosen to educate their children at home.

2.0 Notification to Elective Home Educate

- 2.1 If a child is on the school roll, the parent must inform the school in writing of their intention to home educate.
- 2.2 When the school is informed of a parents intention to home educate the Headteacher will acknowledge the request of the parent and arrange a pre-EHE meeting with the parent and, if appropriate, the child. A recommended agenda (Appendix 1) is available for the Headteacher to follow during the meeting. The aim of the meeting is to discuss the implications of EHE and to explain about how to return to a state education system in the future if that is the parents' wish.
- 2.3 If parents pursue EHE the Headteacher will remove the child from the school roll. Headteachers must notify LCC's Customer Services Centre (CSC) the same day with the details of any young person who has been removed from the school roll as a result of the parent's decision to home educate.
- 2.4 If the child has a statement of Special Educational Needs and is registered at a Special School the child can not be removed from the school roll without the permission of the Local Authority. If the child is subject to a School Attendance Order then this must be revoked before the child can be removed from the school roll in order to pursue EHE. In

both scenarios the Headteacher will still contact the CSC to confirm that a pre-EHE meeting has taken place.

- 2.5 If a child is not on the school roll, but a professional is made aware that parents/carers have decided to home educate, or parents decide not to register the child at a school and is 'missing from education', the professional must notify the CSC.
- 2.6 If Additional Needs become aware of a parents wish to home educate a statemented child, they must notify the CSC.
- 2.7 The CSC will record the contact information and details and log these onto the Integrated Children's System (ICS).
- 2.8 Once the contact information has been logged onto ICS, CSC will notify the Inclusion and Attendance Team (IAT) of the new EHE case. The IAT act as the co-ordinating point for the Education Welfare Service (EWS) visits, provide information for parents and make the referral to the CfBT School Improvement Service to arrange an Education Provision Visit (EPV).

3.0 Inclusion and Attendance Team - EHE Procedure

- 3.1 Within 1 day of notification from the CSC of a new EHE case the IAT will undertake a number of checks to ensure there are no child protection or safeguarding concerns such as:
 - a) Whether the child or any child living in the household is subject to, or has been subject to, a child protection plan:
 - If yes then IAT should make a referral to Social Care through the CSC
 - b) Whether the child or any child living in the household has an open CiN/TAC case or has been open to social care in the past 5 years:
 - If there is an open CiN/TAC case then the key worker should be notified
 - If there is a record of a previous, but closed, CiN/TAC case then IAT should make a referral to Social Care through the CSC
- 3.2 Within 1 day of notification from the CSC of a new EHE case the IAT will contact the EWS and ask for the following information:
 - a) Whether an Education Welfare Officer (EWO) has previously been involved with the child and/or family
 - b) Whether there are any known previous attendance issues

- If the checks identify any child protection or welfare concerns then the IAT should make a referral to Social Care through the CSC.

3.3 As part of the initial checks, the IAT will email the school the child previously attended (and if necessary the previous school to that) and request the following information within 2 working days:

- a) Whether the child had experienced any learning or behavioural difficulties whilst attending school
- b) Whether there were any concerns for the child's welfare whilst attending school
- c) Whether there were any attendance issues whilst attending school
- d) Request a copy of the child's attendance record for the last 2 years.
- e) Is the school aware of any other siblings?

3.4 The school will email the information back to the IAT via a group email: home_education@lincolnshire.gov.uk .

- If the checks identify any child protection or welfare concerns the IAT should make a referral to Social Care through the CSC.

3.5 Provided no concerns have been raised, within 5 days of being logged onto ICS the IAT will send a letter to the parents of the EHE child confirming the date and time of the EWO's visit. From the date of receiving the letter the parents must be given a minimum of 5 working days notice of the EWO's visit. Included with the letter will be a TAC leaflet, an information booklet and an agenda for the meeting.

4.0 Education Welfare Service - EHE Procedure

4.1 The EWO will make an initial visit following the agenda previously sent to the parents. A report will be produced on the findings and sent to the family within 10 working days.

4.2 As part of the initial visit the EWO will offer the parents and child a 'Team Around the Child' (TAC) assessment and if additional needs are identified will call a TAC meeting. This will provide an opportunity to ensure that the educational and welfare needs of the child have been addressed.

4.3 The initial visit will also give the EWO an opportunity to verify with the parent's their decision to home educate and to advise them of available support and information.

- 4.4 If the parent has changed their mind and wishes to return their child to state education then the EWO will work with the family to facilitate this.
- 4.5 In the event of a parent refusing a visit from the EWO, or the initial visit appointment is cancelled twice then the IAT will send out a letter, within 5 working days, to the parents notifying them of the Education Provision Visit.

5.0 CfBT School Improvement Service - EHE Procedure

- 5.1 Following the initial visit, by the EWO, CfBT will be notified by the IAT to carry out an Education Provision Visit. This will be undertaken by an EHE Adviser within 3 months of the original notification of the child being EHE (2 months for a child with an SEN statement).
- 5.2 The EHE Adviser will produce a written report of the visit within 5 working days giving a judgement of the suitability of the education provision. The judgement will be recorded by the IAT onto ICS. This will be recorded as either judged 'suitable', judged 'suitable but with reservations' or judged 'not suitable'
- 5.3 In the event of a pupil having a Statement of Special Educational Needs, in preparing the report notice should be taken of the content of the SEN statement (and/or of the child's plan through TAC or other formal assessment). The IAT will ensure that Additional Needs are notified of the judgement of the education provision visit and provided with a copy of the Education Provision Visit report.
- 5.4 Based on the outcome of the Education Provision Visit the IAT will update ICS with the relevant review date for the next visit (see below). Review dates will be monitored by the Team Leader for Attendance.
- 5.5 Following the Education Provision Visit, if provision is deemed:
- 'suitable' then a repeat review visit should be arranged annually from the date of the last visit (if the next visit would be the last one of statutory school age i.e. 'year 11' then the visit will be scheduled for the 'autumn term' irrespective of the due date).
 - 'suitable but with reservations' a further visit will be arranged within 6 months (4 months for a child with an SEN statement). If following this repeat visit reservations are still noted then the provision will be deemed 'unsuitable'
 - 'unsuitable' a follow up visit will be arranged within 2 months. If provision is still deemed 'unsuitable' after this visit a planning meeting will be arranged with the view to integrating the child back into state education.
- 5.6 Should there be a referral to Social care and/or TAC then the EHE Adviser should attend the first TAC, CiN or Child Protection conference.

- 5.7 In the event of a parent refusing a visit from the EHE Adviser, or if the appointment is cancelled twice, a letter will be sent by the IAT to the parents requesting appropriate evidence of the education provision they are providing for their child. The local authority has a duty to ensure that the education provision provided is suitable. The parents will have 1 month to provide evidence, giving them time to collate the information.
- 5.8 If no information is provided by the parents following the first request then a second letter will be sent by the IAT giving them a further 10 days to make a submission.
- 5.9 In the event of no evidence being submitted by the second deadline then a planning meeting should be called. Consideration should be given to the serving of a School Attendance Order.

6.0 Further Education

- 6.1 All children have a right to access impartial careers guidance and advice about their future, typically this begins around the age of 14 and is on-going up until the age of 19, as appropriate to the needs of the child. All EHE children and parents will be made aware of this entitlement through the annual Education Provision Visit. Arrangements can then be made for a follow up appointment with a Careers Guidance Adviser to meet with the child.

7.0 Child Protection Concerns

- 7.1 If child protection concerns are identified at any point then a referral should be made to Social Care through the CSC (as per LSCB procedures).
- 7.2 Following a referral, Social Care will undertake an initial assessment. If the initial assessment identifies that the child may be at risk of significant harm or in need (as defined under Section 17 of the Children Act) a strategy meeting should be arranged, and the LSCB Safeguarding procedures applied.
- 7.3 If parents refuse visits (as is their right) but have provided information on the child's continuing educational provision which satisfies Children's Services, and there have been no other concerns raised by any party in relation to the child's well being, their right to privacy will be respected.

Appendix 1:

Recommended agenda for meeting with Headteacher and Parents considering Elective Home Education (EHE)

Agenda

1. Welcome and introductions
2. Purpose of the meeting
3. To discuss the reasons/wishes to home educate and whether the parent's intention is a short or long-term plan
4. To hear the opinions of the child, if appropriate
5. The legal duties on parents¹
6. What is and is not required of parents when home educating
7. The role of the Local Authority and the Education Provision Visits
8. Advice and support available
9. How to return to state education in the future
10. Agreed date for formal removal from school role
11. Any other considerations

¹ Checks to be made:

- Written notice needs to be given by parent to the school
- If there a school attendance order in place it needs to be revoke first – parents need to contact LCC Inclusion and Attendance team
- If there is an Education supervision order in place then the parent needs to contact the Supervising Officer to get permission
- If the child attends a special school and has a statement then permission needs to be granted from LCC Additional Needs
- If the child is subject to a Care Order then permission needs to be granted from LCC Social Care
- If the child is subject to a Child Protection Plan then the Social Worker involved needs to be contacted