

# Elective Home Education Policy

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A greener place  
Man gwyrddach



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## 1.0 Introduction

Elective home education (EHE) is the term used to describe parents' decision to provide education for their children at home instead of sending them to school. This is different to home tuition provided by a LA or education provided by a LA other than at a school (EOTAS). This policy is intended for use in relation to EHE only.

The purpose of this policy is to encourage good practice by clearly setting out the legislative position and the roles and responsibilities of the LA, schools and parents/carers in relation to children who are electively home educated.

The LA (LA) believes that all parties involved in elective home education should be aware of their roles, rights and responsibilities. The LA's aim is therefore to have positive and effective relationships with home educators which safeguard the educational interests of children and young people and promotes mutual understanding, trust and respect.

This policy takes into account Welsh Government, non-statutory, guidance on EHE (issued in January 2017) and observes the principles of the Well-being of Future Generations (Wales) Act 2015.

## 2.0 Definitions

- Throughout this document the term '**parents**' should be taken to include all those with parental responsibility, including guardians and carers.
- The term **child** used throughout this policy should be taken to include a child or children, a young person or young people.
- **Compulsory School Age** is the age when children must receive an education, not when they must attend school. Compulsory school age is from the first day of the school term after a child's fifth birthday until the last Friday in the June of the academic year in which the child turns 16 years.
- **An efficient and suitable education** is not defined in the Education Act 1996 but 'efficient' has been broadly described in case law as an education that 'achieves that which it sets out to achieve' and a 'suitable' education is one that primarily equips a child for life and does not limit the child's options in later years.

## 3.0 Reasons for Elective Home Education

Parents may choose to electively home educate for a variety of reasons. The LA's primary interest lies in the suitability of parents' education provision and the ongoing welfare and wellbeing of the child.

## 4.0 The law relating to Elective Home Education

Parents have a right to educate their children at home.

- Section 7 of the Education Act 1996 indicates that:

*'The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –*

*(a) To his age, ability and aptitude, and*

*(b) To any special educational needs he may have,*

*either by regular attendance at school or otherwise.'*

- Article 2 of Protocol 1 of the European Convention on Human Rights states that:

*'No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the state shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions.'*

## 5.0 Roles and Responsibilities of Parents

Parents may decide to exercise their right to home educate their child from a very early age. This may mean that the child may not have been enrolled at school and therefore will not be known to the LA. Parents may also elect to home educate at any other stage of their child's education up to the end of compulsory school age.

Parents are not required to register or seek approval from the LA to educate their children at home. Parents who choose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations. Parents must also ensure that their child receives suitable full-time education for as long as they are being educated at home.

The first contact between LA's and home educators often occurs when parents decide to home educate and approach the school (at which the child is registered) and/or the authority to seek guidance about withdrawing their child from school.

Parents are required to provide an efficient, full-time education suitable to the age, ability and aptitude of the child. There is currently no legal definition of 'full-time'. Children normally attend lessons between 22 and 25 hours a week for 38 weeks of the year, but this measurement of 'contact time' is not relevant to elective home education where there is often almost continuous one-to-one contact and education may take place outside normal 'school hours'.

Home educating parents should provide a curriculum that offers opportunities for the child to develop his or her physical, intellectual, emotional, spiritual, moral, social and cultural development. It should be broad (provide a wide range of knowledge, skill and understanding), balanced (sufficient weightings to all aspects of learning) and relevant (able to meet the child's needs, aspirations, interests and experiences).

The LA's information booklet for parents provides information and advice on all aspects of EHE (Appendix 1). Parents will receive a copy of this at the initial home visit by the designated Education Welfare Officer (EWO). It is also published on the LA's website [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk) .

## **6.0 Roles and Responsibilities of Schools**

### **6.1 Removing a child from the school admission register**

When schools become aware that parents may be considering elective home education it is good practice to meet with parents to discuss the reasons for their decision and notify the LA. Parents must be informed that if they wish to electively home educate their child they must confirm this in writing to the Head Teacher of the school.

Upon receipt of written notification from the parents the school must remove the child's name from their admissions register unless the child has a statement of SEN or attends a special school. In this case the decision to remove the child's name from the register must be delayed until a review of the Statement has taken place. Schools must immediately notify the LA (giving the child's name, address and the ground upon which their name is to be deleted from the register) as soon as the grounds for removal are met. They should also copy the parents into the notice to the LA.

If legal proceedings are already in process that relate to irregular attendance at school, parents should be advised that removal from the school roll may not prevent the process from continuing. On no account should parents be encouraged to remove their child from the school register to avoid exclusion or prosecution for failing to ensure that their child has attended school. LA should routinely analyse the reasons why parents choose to home educate.

### **6.2 A child with a statement or a child that attends a special school**

If a child has a statement or attends a special school parental rights to home educate remain the same, however a child's name must remain on the school register until a review has been completed and an agreement has been made with the LA. If there is agreement that the child with a statement can be electively home educated then the statement will be amended to reflect this provision.

A LA may only stop maintaining a statement of SEN if it is no longer necessary for them to maintain it in respect of an EHE child. The determination of whether or not this is the case will depend on whether the parents are able to make suitable provision for the child's special needs. That provision may be different from that outlined in the statement. Parents need only provide an efficient education suitable to the child's age, ability and aptitude, and to any SEN the child may have, as set out in section 7 of the Education Act 1996.

If it is satisfied that the parents' arrangements are suitable, the LA may be relieved of its duty to arrange the provision specified in the statement. If however the parent's arrangement falls short of meeting the child's needs, then the parents are not making suitable arrangements and the LA is not absolved of its responsibility to arrange the provision in the statement. In some cases a combination of provision by parents and the LA might best meet the needs of the child.

While the statement is maintained it must be reviewed annually, following the procedures set out in Chapter 9 of the Special Educational Needs Code of Practice for Wales ([www.learning.wales.gov.uk/docs/learningwales/pulications/131016-sen-code-of-practice-for-wales-en.pdf](http://www.learning.wales.gov.uk/docs/learningwales/pulications/131016-sen-code-of-practice-for-wales-en.pdf)).

Parents of an EHE child who does not have a statement of SEN may ask the LA to conduct a statutory assessment of the child's educational needs under section 328 or section 329 of the Education Act 1996. If in the light of any such assessment, and of any representations made by the parent, it is necessary for the LA to determine the special education provision called for by any learning difficulty the child has, the LA shall make and maintain a statement of SEN.

Section 324(4A) of the Education Act 1996 does not require the name of the school to be provided in Part 4 of the statement, if the child's parent has made suitable arrangements for the specific educational provision specified in the statement. There should be a discussion between the LA and the parents and, rather than the name of the school, Part 4 of the statement should mention the type of school the LA considers appropriate, but go on to say that 'parents have made their own arrangements under section 7 of the Education Act 1996'. The statement can also specify any provision that the LA has agreed to make under section 319 of that Act to help parents provide suitable education for their education for their child at home.

## **7.0 Roles and Responsibilities of the LA**

The LA's EHE process is attached as Appendix 2. The LA will maintain a register of children who are EHE and complete an annual summary report, which includes a range of information including numbers of known pupils electively home educated over the academic year, breakdown of numbers of EHE pupils by gender and age and reasons given for EHE (Appendix 3).

The LA has no statutory duties in relation to monitoring the quality of home education on a routine basis. However, when a decision is made to electively home educate a designated education welfare officer will make contact with the parent(s) to discuss this and explain the support available. If parents do not wish to maintain contact with the LA they must put this request in writing and it will be noted on the EHE database. For parents who wish to maintain contact, the LA will provide at least one annual visit from an educational professional. If a child has a statement of SEN additional visits may be required and the annual review meeting will be arranged in line with guidance in the SEN Code of Practice for Wales.

## 8.0 Privacy Notices

Information received by the EWS, together with any additional information received from schools, pupils, parents/cares or other organisations, will be recorded and processed by the LA in accordance with the legal obligations placed on CCBC and our duties under the Education Act 1996, Education and Inspections Act 2006 and The Children Act 1989.

Further information on how the information will be processed and used is available in the form of a full privacy notice and can be found at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

## 9.0 Voice of the Child

Wherever possible when parents have chosen to electively home educate the views of the child should be obtained on the initial home visit. Parents will be asked whether they have taken their feelings into consideration and whether they know how the child feels about being taken away from their school and friends. A short questionnaire will be offered to parents to obtain the child's views about being electively home educated. (Appendix 4)

## 10.0 Monitoring Arrangements

As indicated in section 8 the LA will undertake at least annual monitoring visits to children who are electively home educated. If it appears that parents are not providing a suitable education the LA has powers under Section 437(1) of the Education Act 1996 to intervene. This section states that: *'If it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education.'*

If the LA considers that a suitable education is not being provided, then a written report of the findings will be made and copied to the parents. The report will specify the grounds for concern and any reasons for concluding that provision is unsuitable. Parents will be given a reasonable opportunity to address the identified concerns and report back to the authority. If parents fail to address concerns the LA is required to consider sending a formal notice to the parents under section 437 Education Act 1996 before moving on, if needed, to the issuing of a school attendance order.

A school attendance order will only be served after all reasonable steps have been taken to try to resolve the situation. At any stage following the issue of the order, parents may present evidence to the LA that they are now providing an appropriate

education and apply to have the order revoked (see Attendance order flow chart, Appendix 5).

## **11.0 Elective Home Education and Safeguarding**

The welfare and protection of all children is of paramount concern and is the responsibility of the whole community. The LA's EHE process (Appendix 2) highlights the steps that will be taken if there are any concerns regarding the welfare and safeguarding of a child being electively home educated.

## **12.0 Elective Home Education and Gypsy, Roma and Traveller Communities**

Caerphilly LA is sensitive to the distinct culture, ethos and needs of Gypsy, Roma and Traveller communities. GRT parents have the same right to educate their children at home as other families and will be treated in exactly the same way as any other families.

The LA will take a broad and holistic view of the education being provided with reference to their communities' culture and lifestyle, when considering the suitability of the education. Caerphilly LA will therefore seek to positively assist traveller families (in the same way as other families) who do not appear to be providing a suitable education for their children, before taking action.

## **13.0 Child Employment**

Regulations regarding child employment apply to all children of compulsory school age, whether they attend a school or are home educated. Children may not work until they reach the age of 13 years and even then they cannot work during school hours. Before a child is able to commence any form of employment they must be in possession of a work permit, which the child's employer should apply for.

## **14.0 Children in Entertainment**

Regulations regarding children in entertainment apply to all children of compulsory school age whether they attend a school or are electively home educated.

A performance licence is required if a child is engaged in paid work in modelling sport or in theatre, film or television performances outside of school hours. A licence is also required if the engagement is unpaid and takes place during normal school hours, whether this is a one off event or an on-going commitment.



Further information on child employment and children in entertainment can be found at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

## **15.0 Flexi Schooling**

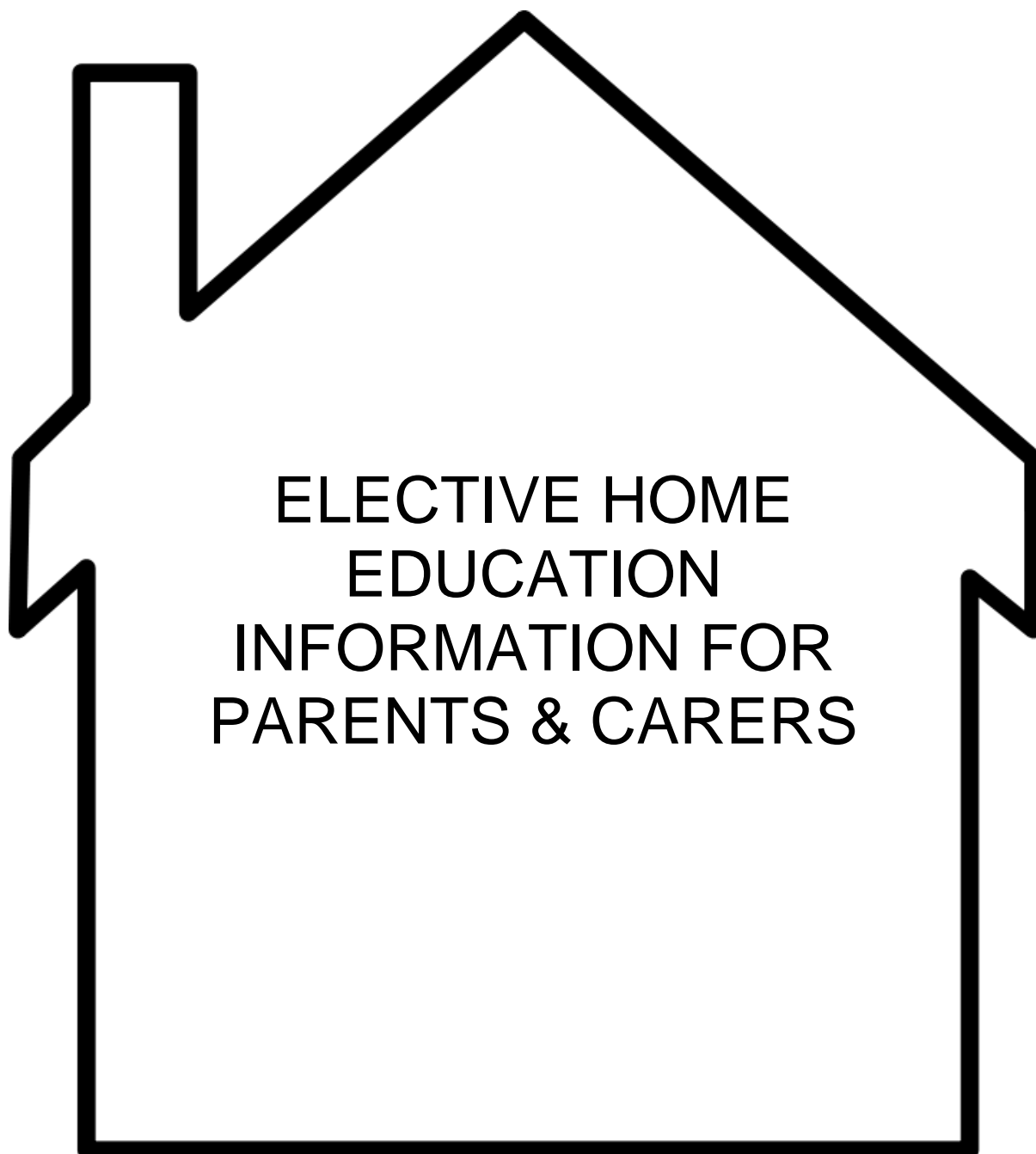
Flexi-schooling or flexible school attendance is an arrangement between the parent and the school, where the child is registered at school in the normal way but attends the school on a part-time basis. The remainder of the time the child is home-educated.

Flexi-schooling is generally a short-term measure to address a particular issue or concern. Some advantages and disadvantages of flexi-schooling are referred to on home education websites.

The decision and provision of flexi-schooling is an arrangement between the parents and the school, more often than not with agreement from the LA. Although flexi-schooling is more prevalent in some LA's than others, it is the decision of the Head Teacher and the governing body, whether this arrangement is made.

## **16.0 Review of the EHE Policy**

This policy and associated documents will be reviewed every two years to ensure that current legislative requirements are reflected and to see if improvements can be made to further develop efficient and effective working practice. The review will be achieved through the involvement of key stakeholders including home educating parents.



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## Information for Parents and Carers

### Is it legal?

Yes. Elective home education (EHE) is legal in all parts of the UK. You do not need to be a teacher or have any other special qualifications

### What should I consider before I decide to educate my child at home?

The decision to educate your child at home should be considered very carefully as educating your child at home takes a lot of time and commitment. You will become responsible for ensuring that your child receives a broad and balanced education that is suitable for his/her age and ability. You will also be liable for any costs involved in providing books, equipment, educational visits and tutors. It is important to be aware that the LA (LA) cannot provide any financial assistance in relation to these

Your first consideration should be for your child. Your child may miss the social side of school and the additional activities/facilities they can access there. You need to reflect:-

- Will this be the best thing for him/her?
- Have you taken his/her feelings into consideration?
- Do you know how they feel about being removed from their school and their friends?

If you are considering EHE because of a disagreement with members of school staff, governors or because of any other concern with a school please talk to the Head Teacher first or if you are still not satisfied you should obtain a copy of the school complaints policy.

If you are considering EHE because your child has not been attending school regularly, contact the Education Welfare Service (EWS), they may be able to help resolve the situation. If legal proceedings are already in process that relate to irregular attendance at school, removal from the school roll may not prevent the process from continuing.

If you are considering EHE because your child is putting pressure on you to allow him /her to stay at home, or if he / she is refusing to go to school, do you know the reasons for this? If your child is being bullied at school you must speak to the Head Teacher or pastoral leader as bullying is not tolerated in Caerphilly schools. All schools have an anti-bullying policy, which will set out the steps you can take to help you resolve the situation.

The checklist at the end of this booklet may help you in reaching a decision. If you answer 'no' to the majority of the statements on the checklist you may need to reconsider your decision.

## **How do I start?**

If your child has never been to school, there is no action for you to take prior to starting home education. However, if your child is in school you must formally de-register by writing to the Head Teacher and the LA to let them know that you intend to teach your child at home.

Please refer to appendix 1 at the end of this booklet for a guide to writing letters to the Head Teacher of your child's school and the LA to inform them of your intention to EHE your child.

## **What if I don't inform the school or LA that I want to home educate my child?**

If you don't inform the school, your child's name will remain on the school's roll and his /her absence will be marked as unauthorised. This will result in an Education Welfare Officer investigating their non-attendance.

## **As a home educator what do I need to provide?**

As a parent, you must provide an education for your child for all the time they are of 'compulsory school age' (age 5-16). The law says that this can be at home. You do not have to necessarily work school hours. Some parents wish to provide education in a more formal and structured manner whilst other parents decide to make more informal provision that is responsive to the needs of their children.

## **Can I home educate a child with a Special Educational Needs (SEN) or if they have a Statement?**

Yes. There is no law prohibiting the home education of children with special educational needs even if they have a statement of SEN. However an interim review will be called to discuss your decision and the provision you propose to put in place at home.

If home education is agreed the LA will amend your child's statement to reflect this. The LA will continue to monitor your child's progress through the annual review process. If your child accesses specialist therapeutic interventions within the school setting these are unlikely to continue after you deregister your child. Prior to making your decision you may wish to speak to health providers to find out what interventions will be available to your child if he /she is home educated.

## **Do I have to follow the National Curriculum?**

You do not have a legal duty to provide your child with the National Curriculum although you may find it useful to know what it is and to follow it if it is practical and suitable for your child. Resources to support many aspects of the National Curriculum can be found in most bookshops or online. You will need to plan carefully if you want to enter your child for an external qualification such as GCSEs. The information page at the end of this booklet provides further information. You can also contact the LA lead teacher to ask for advice on this.

Parents are advised to ensure that all personal tutors supporting their child's education have an enhanced DBS (Disclosure and Barring Service) check. Personal tutors should be able to show parents a copy of their DBS certificate showing DBS clearance.

### **Will I have to arrange for my child to sit the National Literacy and Numeracy Tests?**

The national literacy and numeracy tests are only a requirement at state maintained schools and is therefore not relevant to home education. The LA will not test your child.

### **Can my child still take exams?**

Yes you can arrange for your child to take exams as external candidates at various exam centres. You will need to contact the examination board (see 'Useful Information' list) who should provide you with a list of centres near your home. There are costs associated with entering your child for exams; there are no grants available to cover these costs. The EHE lead teacher can offer further advice.

### **Will I be checked or monitored in any way?**

The LA has a duty to ensure that you are providing efficient and suitable education for your child. When the LA is notified that you wish to home educate your child you will be contacted by a link officer who arrange to make an initial visit to discuss provision and offer advice if required. The EHE lead teacher will also arrange an annual monitoring visit. If your child has a statement you may have additional visits from other educational professionals.

In preparation for a monitoring visit you may wish to provide a report on the work your child has completed or provide work samples. The EHE lead teacher will provide a report following his/her visit. If the lead teacher feels there are any areas of the educational provision that need attention he /she will discuss this with you and may offer advice and suggestions. A further monitoring visit may take place following this.

### **Do I have to agree to monitoring visits?**

LA's have no automatic right of access to parents' home. If you do not want the LA to be involved in monitoring the education you are providing for your child at home you will be asked to confirm this in writing. However, if at any time, the LA considers that a child's safety or well-being is at risk or that a child is not receiving suitable full time education then appropriate action will be taken. The full procedure is described in detail in Caerphilly's EHE policy document.

### **Can I get any financial help to support Elective Home Education?**

There is no financial help available for EHE. The organisations listed on the 'Useful Information' page will be able to provide practical advice to parents; this could include access to free resources and materials.

### **Can the LA / School help me to home educate?**

No. By choosing to deregister your child you are taking personal responsibility for his/her education. The LA's role is to take certain actions should it appear that a child is not being properly educated. The LA keeps a database of home educated children and will ask parents to confirm details of the home educational provision at the outset and again in the future if you continue to home educate. There are other organisations and support groups that can offer assistance. A 'Useful Information' list is provided later in this booklet.

### **What if I change my mind?**

If you change your mind, for whatever reason, about home educating your child, the LA will always be willing to help you to find your child a suitable school. In the first instance contact the LA's Admissions Team (see 'Useful Information' list) and they will be able to tell you which schools have available places. If your child has a statement you will need to contact the LA's Statutory Team (see 'Useful Information' list) who will guide you through the procedures that need to be followed. The LA will also send out secondary school admission forms to parents of EHE pupils at the beginning of the national curriculum year 5.

### **How long should flexi schooling last?**

Flexi schooling is designed to be short term arrangements and must be made with the agreement of the school where a child is registered and the Governing body. It is recommended that the arrangement is no longer than a 6 week block of time, after which a review of the arrangements should be made.

## Elective Home Education – Useful Information

Useful Information	Contact Details
<p><b>Caerphilly EHE Policy</b></p> <p><b>Elective Home Education Team</b></p> <p><b>Elective Home Education Link Welfare Officer</b></p>	<p>Educated Other than at School Team Floor 3 Ty Penallta, Tredomen Park CF82 7PG <a href="mailto:learner.referral@caerphilly.gov">learner.referral@caerphilly.gov</a> <a href="http://www.caerphilly.gov.uk">www.caerphilly.gov.uk</a></p>
<p><b>LA Schools Admissions Team</b></p>	<p><a href="mailto:schooladmissions@caerphilly.gov.uk">schooladmissions@caerphilly.gov.uk</a></p>
<p><b>LA Statutory Team</b></p>	<p><a href="mailto:leistatutoryteam@caerphilly.gov.uk">leistatutoryteam@caerphilly.gov.uk</a></p>
<p><b>WJEC Examination Board</b></p>	<p>WJEC 245 Western Avenue Cardiff CF5 2YX <a href="http://www.wjec.co.uk">www.wjec.co.uk</a></p>
<p><b>South Wales Home Educators Network (SWHEN)</b></p>	<p>SWHEN 31, Coed yr Esgob, Llantrisant, Rhondda Cynon Taff CF72 8EL <a href="http://www.educationotherwise">www.educationotherwise</a> .</p>
<p><b>Elective Home Education Wales</b> offers free discounts, information on the law as it applies to Wales and support for families across Wales.</p>	<p><a href="http://www.waleshomeeducation.co.uk">www.waleshomeeducation.co.uk</a></p>
<p><b>Elective Home Education Service</b> provides links to accessing information and resources</p>	<p>Telephone: 0845 6020721 <a href="http://www.electivehomeeducationservice.co.uk">www.electivehomeeducationservice.co.uk</a> Email: <a href="mailto:enquiries@electivehomeducationservice.co.uk">enquiries@electivehomeducationservice.co.uk</a></p>
<p><b>Education Otherwise</b> provides information and resources for home educating families and those considering home education for the first time</p>	<p><a href="http://www.educationotherwise.net/">http://www.educationotherwise.net/</a></p>
<p><b>HE Special UK</b> a website for a group of families who home educate children with special educational needs and disabilities</p>	<p><a href="http://www.he-special.org.uk">http://www.he-special.org.uk</a></p>

Useful Information	Contact Details
<p><b>Home Education Advisory Service</b> (HEAS) provides advice and practical support to families who wish to educate their children at home.</p>	<p><a href="https://www.heas.org.uk/">https://www.heas.org.uk/</a></p>
<p><b>Simply learning tuition</b> has a definitive guide to home schooling.</p>	<p><a href="https://www.simplylearningtuition.co.uk/resources/definitive-guide-to-homeschooling">https://www.simplylearningtuition.co.uk/resources/definitive-guide-to-homeschooling</a></p>
<p><b>Do2learn</b> has a wide range of products to help with learning, including visual supports.</p>	<p><a href="http://www.do2learn.com/">http://www.do2learn.com/</a></p>
<p><b>The Department for Education and Skills</b> (Welsh Government)</p>	<p><a href="http://gov.wales/topics/educationandskills">http://gov.wales/topics/educationandskills</a></p>
<p><b>Home-School Tutoring</b> – private tutors</p>	<p><a href="http://www.homeschooltutoring.co.uk/">http://www.homeschooltutoring.co.uk/</a></p>
<p><b>Kumon</b> – provides tutoring in English and maths</p>	<p><a href="http://www.kumon.co.uk/">http://www.kumon.co.uk/</a></p>
<p><b>Teacher net</b></p>	<p><a href="http://www.teachernet.gov.uk">www.teachernet.gov.uk</a></p>
<p><b>Gypsy, Roma and Traveller Children.</b> Information relevant to these communities.</p>	<p><a href="http://www.gypsy-traveller.org/education">www.gypsy-traveller.org/education</a></p>
<p><b>Home Provision for Gifted &amp; Talented Pupils.</b></p>	<p><a href="http://www.dcsf.gov.uk/ygt">www.dcsf.gov.uk/ygt</a>.</p>
<p><b>Child Performance Licence Policy</b></p>	<p>Keeping Young Performers safe</p>
<p><b>Edplace</b> - This is a small company dedicated to empowering parents in their child's education and providing education resources for parents</p>	<p><a href="http://www.edplace.com">www.edplace.com</a> Tel: 02071 839818</p>
<p><b>Oxford home Schooling.</b> This company has 18 years' experience of helping individuals gain GCSEs, IGCSEs and A levels via home education.</p>	<p><a href="http://www.oxfordhomeschooling.co.uk">www.oxfordhomeschooling.co.uk</a></p>
<p><b>BBC</b> This website provides educational games, activities, worksheets</p>	<p><a href="http://www.bbc.co.uk/schools/parents/home_education/">http://www.bbc.co.uk/schools/parents/home_education/</a></p>



Useful Information	Contact Details
<b>BBC Bitesize Mathematics websites</b>	<a href="http://www.bbc.co.uk/bitesize">www.bbc.co.uk/bitesize</a> <a href="http://corbettmaths.com">corbettmaths.com</a> <a href="http://Heggartymaths.com">Heggartymaths.com</a> <a href="http://Mrbartonmaths.com">Mrbartonmaths.com</a>
Free worksheets provided on website, examples of almost 6000 worksheets available to subscribers. You have to register to download these.	<a href="http://www.parentsintouch.co.uk">www.parentsintouch.co.uk</a>
<b>HELPFUL WORK-BOOKS</b> <b>Available from Amazon, W.H. Smiths, The Works and other book-shops:</b> <ul style="list-style-type: none"> <li>• CGP Course books</li> <li>• Letts Revision Books</li> <li>• Schofield &amp; Sims Books</li> <li>• Collins Revision Books</li> <li>• Lonsdale Books</li> <li>• Help with Homework</li> </ul>	

## Elective Home Education Checklist

	Yes	No
<b>You have been sending your child to school on time and on a regular basis</b>		
<b>You have discussed home education with your child and he/she is positive about the suggestion.</b>		
<b>You have the time to devote to your child's education.</b>		
<b>You can provide a quiet study area and opportunities for independent study.</b>		
<b>You are prepared to buy the necessary resources or have access to them.</b>		
<b>You feel confident you can teach your child effectively or can provide a suitably qualified tutor.</b>		
<b>You can provide your child with safe access to IT and IT related activities.</b>		
<b>You can provide opportunities for your child to experience a broad spectrum of activities such as music and art.</b>		
<b>You can provide opportunities for physical exercise.</b>		
<b>Your child will have opportunities to have social experiences with other children and make friends</b>		

## Appendix 1 – Guide to writing a letter to your child’s school.

*School address*

*Your address*

*Date*

*Dear .... (Name of Head Teacher)*

*I am writing to inform you that I/we intend to withdraw ..... (name of your child ) from.....(give name of the school) to educate him/her at home, in accordance with my/our legal right under the Education Act 1996, Section 7.*

*Please remove my / our child from your school roll.*

*Yours sincerely*

## Appendix 1 – Guide to writing a letter to the LA.

**School Admissions Team**

**Your address/date**

**Penallta House**

**Tredomen Park**

**Ystrad Mynach**

**Hengoed, CF82 7PG**

*Dear Sir / Madam*

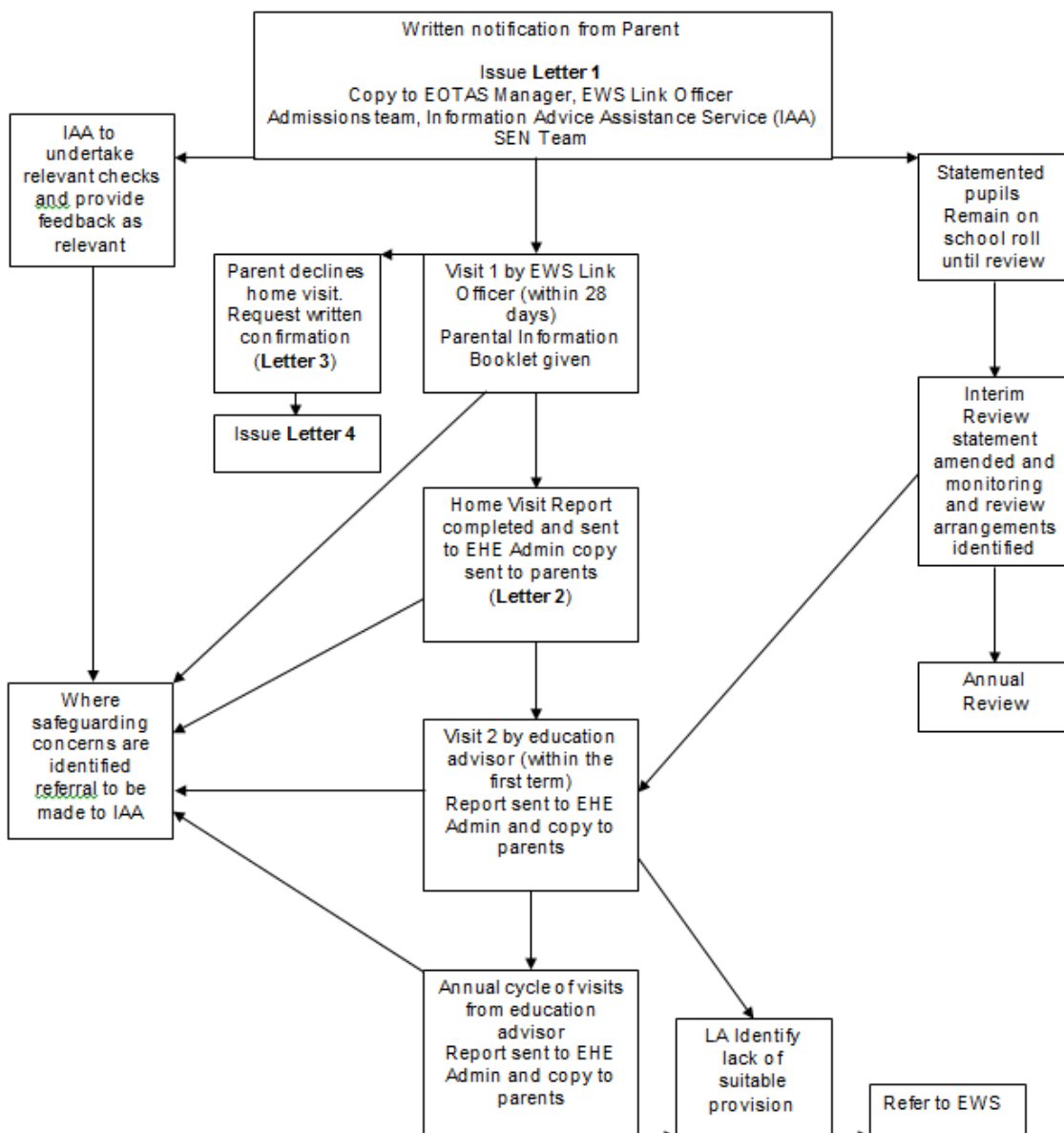
*I am writing to inform you that I/we intend educate ..... (Name of child) at home, in accordance with my/our legal right under the Education Act 1996, Section 7.*

*I have informed the Head Teacher of .... (give name of the school) and asked him /her to remove my / our child from the school roll.*

*Yours faithfully*

## Appendix 2 – Elective Home Education Process

### Elective Home Education Process



## Appendix 3 – Caerphilly Annual Summary

### Elective Home Education Annual Summary

#### Known Elective Home Educated Pupils – Population Total

Total EHE Pupils

Total New EHE Pupils

Male

Female

Statemented

Current Year Group

N	R	1	2	3	4	5	6	7	8	9	10	11	12	13

Any Pupils  
Returning to School

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month

Jan	Feb	Mar	Apr	May	Jun	July	Sept	Oct	Nov	Dec

Reason



Attendance / Prosecution		School Management	
Preferred School Refused		School Curriculum	
Bullying		Racism / Homophobia	
Religious / Lifestyle / Cultural		SEN Provision	
Pupil Medical Need		Parent Medical Need	
Parental Preference		Other	

Trend (July)

2013/14	2014/15	2015/16	2016/17	2017/18	2018/19

## Appendix 4 – Parental/ Child Questionnaire

Educated Other than at School  
Home Visit Report

Date of Visit:				
Is this the	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

<b>Pupil Details</b>
Name:
Address:
Contact Number:

Name of parent / Guardian:		
Was the pupil present during the visit?	Yes	No

<b>Reason for becoming elective home educated</b>			
Attendance / Prosecution		School Management	
Preferred School Refused		School Curriculum	
Bullying		Racism / Homophobia	
Religious / Lifestyle / Cultural		SEN Provision	
Pupil Medical Need		Parent Medical Need	
Parental Preference		Other	
If other please specify			

<b>EHE Link Officer Report</b>	
Signed:	Date:

### How we will use your information

Information received by the EWS, together with any additional information received from schools, pupils, parents/cares or other organisations, will be recorded and processed by the LA in accordance with the legal obligations placed on CCBC and our duties under the Education Act 1996, Education and Inspections Act 2006 and The Children Act 1989.

Further information on how the information will be processed and used is available in the form of a full privacy notice and can be found at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

## Parent / Child Questionnaire

<b>Parent Signature:</b>	<b>Date:</b>
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	<b>Yes</b>	<b>No</b>
You have been sending your child to school on time and on a regular basis		
You have discussed home education with your child and he/she is positive about the suggestion.		
You have the time to devote to your child's education.		
You can provide a quiet study area and opportunities for independent study.		
You are prepared to buy the necessary resources or have access to them.		
You feel confident you can teach your child effectively or can provide a suitably qualified tutor.		
You can provide your child with safe access to IT and IT related activities.		
You can provide opportunities for your child to experience a broad spectrum of activities such as music and art.		
You can provide opportunities for physical exercise.		
Your child will have opportunities to have social experiences with other children and make friends		



## Appendix 5 – School Attendance Order Flowchart

### School Attendance Order Flowchart

