

# Orchard Community Primary School



## Elective Home Education Guidance Notes & FAQs for parents/carers

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	5/2021	FS	New Policy put in place based on the LCC EHE policy from Feb 2017

Review Frequency	Next Review Date
Every 3 years	5/2024

## 1.0 Guidance notes for parents

### 1.1 Introduction

These *Notes for Guidance* are intended to help families who are considering education of their child at home as opposed to attending school. The notes contain information setting out the current legislation including Leicestershire County Council's procedures.

### 1.2 What is the parent's actual duty?

Under Section 7 of the 1996 Act it is stated that it is the parents'/carers' duty:  
*"to cause the child to receive efficient full time education suitable to his or her age, ability and aptitude and to any special needs he or she may have either by regular attendance at school or otherwise."*

Your child is of statutory school age from the term after their fifth birthday and remains so, until the end of the academic year in which they become sixteen. During this time it is the parents'/carers' legal duty to ensure they receive education either at school or in other ways.

## 2.0 Education

### 2.1 What is meant by 'efficient' and 'suitable' education?

Education is considered to be 'efficient' and 'suitable' if it enables children to reach their full potential and prepares them for adult life in their community. Education is suitable if it "achieves what it sets out to achieve". (Case law: *Harrison & Harrison v Stephenson*, 1981.) This means that parents/carers must have a clear idea of what they intend their education to fit their child for.

### 2.2 What does elective home education really mean?

When a family decides to educate at home it means that one or both parents / carers plan and offer a range of educational experiences for their child. It can mean making arrangements with other local families who are educating at home to share this, or it can mean engaging a tutor. Irrespective of whoever actually teaches the child, it is up to the parents/carers to demonstrate that the programme of work is helping the child to learn, and that the child is developing according to their age, aptitude and ability and any special needs they might have.

### 2.3 How do parents/carers plan what to teach?

Whether provided in school or at home, a curriculum is everything that happens in order to educate the child. It should cater for the child's physical, intellectual, social, emotional and spiritual development.

Families may like to consider how they could provide:

- Key skills of maths and English, ICT and problem solving.
- Outdoor and environmental education.
- Educational visits and broadcasts.
- Personal, social and health education.
  - Home economics and living skills.

- Careers education.

Electively Home Educating families do not have to follow the National Curriculum.

## **2.4 How will my child know how they are progressing?**

Children know how they are getting on when they are given feedback on their work. This can be done by talking about the work or by writing comments on the work. This forms part of the record of what is studied and helps the child to know how they are progressing.

## **2.5 Do I have to keep records?**

It is useful to keep notes of what your child does and how they complete their work. The notes do not have to be extensive – a diary jotting down activities is adequate and saves the family forgetting what happens from one day to the next. Notes become reminders of something that went well (so you can return to it and take it further) or something that didn't go so well and needs more practise. Records can include photographs, videos, tape recordings on a telephone or tablet and drawings.

## **2.6 How do I know where to start?**

Before you ask for your child to be removed the school roll, or start home educating your child, you have to decide what you want them to learn. Some parents follow the National Curriculum to start with; others find text books written for the child's age and use these as a starting point. Parents can then look for text books and resources that give you ideas about how to make the learning interesting and meaningful. Many families use publications from publishers such as Letts, Nelson-Thornes, Collins Schofield and Sims or CGP. Think how you could help the child grasp the ideas in the book – make it seem like a game and don't be surprised if your child needs to try the same idea in a variety of ways. Don't be afraid to let them use toys to work out maths skills or to inspire writing.

## **2.7 My child has special educational needs, can I educate them at home?**

Children with special educational needs can be educated at home. If the child has an Education, Health & Care Plan (EHCP) or Statement of Special Educational Needs (SEN), the Local Authority has a legal duty to maintain and review its' contents annually. The parent's preference for educational placement is respected.

If your child is educated in a special school, they cannot be removed from the school roll without the agreement of the Local Authority. If you wish to withdraw your child from a special school, contact the Inclusion Service on 0116 3052071.

## **2.8 What is flexi schooling?**

Flexi schooling is a way for home educated children to access part of the school curriculum. The child is on the school register, but does not attend the entire week. This has been identified as a legal option by the Department for Education, but it is entirely at the discretion of the headteacher of the school concerned. If the headteacher has concerns it is their right to refuse an application for flexi schooling.

For more information, contact Inclusion Service on 0116 3052071.

## **2.9 What is Children Missing Education (CME) and will it apply to me and my child?**

Identifying CME is a duty placed on local authorities by the Government from 2007 onwards. It does not apply to electively home educated children as long as the family can demonstrate that they are offering an education that is 'suitable' and 'efficient'.

### **3.0 Useful websites:**

<http://www.heas.org.uk/>

<http://www.education-resources.org.uk/>

<http://www.education-otherwise.net/>

<https://www.gov.uk/national-curriculum>

### **4.0 Contact with the Local Authority.**

#### **4.1 Who do I have to contact if I decide to educate my child at home?**

If your child has never been in a school or Early Years Provider and you wish to educate them at home, you simply continue to do this. It is helpful to everyone if you contact:

*Inclusion Service  
Leicestershire County Council  
County Hall  
Glenfield  
Leicestershire  
LE3 8RF  
0116 3052071  
[Inclusionpupilsupport@leics.gov.uk](mailto:Inclusionpupilsupport@leics.gov.uk)*

4.2 If your child is attending school and you decide to withdraw them, you will need to give written notification to the headteacher and the Governing Body. You will need to request that their name be deleted from the school register. The headteacher will also inform Pupil Services. At this time it is also helpful to outline the plans for your child's education to the Home Education Officer.

4.3 The Home Education Officer will contact you and arrange a meeting to discuss the educational provision you are putting in place. The first meeting is usually within six weeks of the Home Education Officer hearing of your intention to electively home educate. The meeting is usually at the family's home, but could be in the local library or at another venue. Subsequent meetings vary in frequency, but are usually once a year. The purpose of each meeting will be to consider the education offered to your child, taking account of different educational

philosophies and learning styles. The Home Education Officer is aware that not one model fits all home educating families.

4.4 The Home Education Officer may feel able to offer informal advice from time to time, but cannot undertake to direct your child's learning or provide learning resources. Remember, it is your responsibility to plan your child's learning experiences.

4.5 **What questions will I be asked?**

- How do you provide for your child's physical development?
- How do you arrange for your child to meet and play with others?
- Are you likely to enlist the help of a tutor?
- How will you record your child's progress and difficulties?

4.6 There are no right and wrong answers to these questions. They are discussion points.

4.7 **What will the Home Education Officer hope to see?**

The Home Education Officer will hope to see work that your child is especially proud of, books that your child works in or photographs of visits or experiences they enjoyed. Children will not be tested on their learning. The evidence needs to show that the child is receiving a full time, efficient education, suitable to their age, ability and aptitude and any special needs they may have.

4.8 **What criteria does the Local Authority use to determine the suitability of the education?**

It is hoped that your child enjoys their learning and achieves their full potential in an environment that promotes a healthy lifestyle. Through their education, all children should be able to make a positive contribution to their community and develop skills needed to maximise their economic well-being. The Home Education Officer would hope to see evidence that:

- The learning process is effective - A named adult should have overall responsibility for the programme of study.
- Learning includes the core key skills of literacy, numeracy, Science, ICT and problem solving.
- The learning activities are appropriately matched to the child's age and ability and there is the right balance of challenge and support offered.
- Learning is enhanced by educational visits and broadcasts. Learning should be active practical and carefully planned.
- The child is making progress.
- There are opportunities for physical development and social interaction.
- Learning is enjoyable.
- There are opportunities for independent study and research and the child has access to a quiet area.
- Public examinations and access to careers advice is available.
- The child is in good health both physically and emotionally.
- The child has the opportunity to express their views about their home education

#### **4.9 What happens if the EHE Officer has any concerns about the home education programme?**

If the EHE Officer feels that the education you are providing is not suitable, you will be informed in writing with clear reasons given for this view. The EHE Officer will provide advice to improve the education. The EHE Officer will return in four to eight weeks to see if things have improved. If the EHE Officer concludes that the child is not being suitably educated, steps may need to be taken to ensure that the child receives proper education and action may need to be taken to place the child in school.

This would only happen if the EHE Officer was convinced that you were not educating your child according to their age, ability and aptitude.

#### **4.10 How often will the EHE officer wish to meet with me?**

It is helpful if the EHE Officer can meet with you and your child once a year. The first visit tends to last about an hour and subsequent meetings may be much shorter.

#### **4.11 What happens if my child is approached by a truancy officer while we are out?**

If approached, you need to state that they are a child who is educated at home.

### **5.0 Complaints**

Should you have concerns or complaints on any aspect of the procedure outlined as they apply to you, you should contact pupil services in the first instance.

If you are still unhappy, please contact:

*Inclusion Service Manager  
County Hall  
Glenfield  
Leicestershire  
LE3 8RF  
0116 3052071*

### **6.0 Is there any general guidance available to help in planning our home education?**

You are more likely to be successful in home education if you bear the following in mind:

- For the learning process to be effective, it needs to be active and practical.
- Carefully planned learning incorporates the use of resources around you.
- Learning involves the functioning skills of literacy and numeracy, ICT and problem solving.
- Learning is enhanced by educational visits and broadcasts.
- There should be opportunity for physical development and social interaction in a variety of contexts.
- Learning should be enjoyable.
- There should be opportunities for independent study and research, so a quiet area for study would be helpful.

- Families should think carefully about how the child will gain formal qualifications. Children who are educated at home should not be deprived of the opportunity to gain qualifications.

Like you, we want your child to be successful while they are educated at home.

## 7.0 Careers Advice

The National Careers Service is a free careers service for adults and young people aged 13 and over in England. Advice and guidance can be accessed via telephone and online. The National Careers Service provides confidential advice and guidance to help children make decisions on learning, training and work opportunities. For further information contact:

Tel: 0116 305 2071

Email: [inclusionpupilsupport@leics.gov.uk](mailto:inclusionpupilsupport@leics.gov.uk)

## 8.0 What if I decide to educate at home and then change my mind?

The decision to home educate can be changed. Children need different things at different times and, if you feel your decision in Year 5, were appropriate; it may need reversing in Year 8.

Sometimes the child says “I want to go to school” and the family is not ready... sometimes the family just feel the demands are too great... For whatever reasons, if the family wish to change the way the child is educated from Home Education to attending school, telephone the School Admissions team on 0116 305 2070.

### **Do!**

- Think long and hard about home education. It is a great commitment of time, energy and resources. There is no financial help for people who choose to educate their child at home
- Plan what you intend to do before making the decision
- Look at the costs involved
- Provide opportunities for your child to be involved in social activities, contact with other children and joint activities with other children and groups
- Keep your options open as children's needs change over time

### **Don't...**

- Take your child out of school just because of a disagreement with the school. Try to resolve the matter by talking to the head teacher or the Chair of Governors or the Leicestershire Children's Family Services