

# **Elective Home Education**

## **Guidance for Parents and Schools**

*“Our vision is for all children and young people in Rutland to be happy, safe and successful. They will be supported and empowered to be the best they can be.”*

## **1. Introduction**

- 1.1 Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe parents' decisions to provide education for their children at home instead of sending them to school. This is different to home tuition or education provided by a local authority other than at a school.
- 1.2 This document provides guidance to enable Rutland County Council (RCC) to comply with its duties towards children and young people in Rutland whose parents have elected to educate them other than at school. It is published to support parents and schools, and for other agencies with an interest in elective home education.

## **2. Policy Statement**

- 2.1 The DfE “Elective Home Education Guidelines for Local Authorities”, published in November 2007, is to support local authorities in carrying out their statutory responsibilities and to encourage good practice by clearly setting out the legislative position, and the roles and responsibilities of local authorities and parents in relation to children who are educated at home. It emphasises the importance of local authorities building “effective relationships with home educators that function to safeguard the educational interests of children and young people: relationships that are rooted in genuine mutual understanding, trust and respect.”
- 2.2 This guidance document provides written information about elective home education that sets out the legal position, roles and responsibilities of both Rutland County Council, schools and parents. This information is intended to be supportive, clear and factual and is available on the Council’s website and on the Local Offer website.

**Our vision and our partner’s vision for children and young people is to seek to build improved relationships with home educators and provide a team around a family response to support outcomes for all our learners.**

## **3. The Law relating to Elective Home Education**

- 3.1 The responsibility for a child's education rests with their parents. A parent has a duty under Section 7 of the Education Act 1996 to cause their child to receive efficient full time education suitable to their age, ability and aptitude and to any special needs he/she may have. In England, education is compulsory, but school is not.
- 3.2 Article 2 of Protocol 1 of the European Convention on Human Rights, (1950), 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."*

- 3.3 Parents have a right to educate their children at home. Section 7 of the Education Act 1996 provides 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."*

- 3.4 There is no legal definition of what constitutes a "full-time" education. Measurement of "contact time" in this way is not relevant in the context of elective home education, where the child often has continuous one to one contact with the educator and the types of educational activity which the child follows may be varied and flexible.
- 3.5 Compulsory school age is defined as beginning from the start of the first term commencing after the child's fifth birthday (or on the fifth birthday). A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

#### **4. Parental Rights, Responsibilities and Considerations**

- 4.1 The responsibility for a child's education rests with his or her parents. 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".
- 4.2 Parents have a legal right to educate their child at home and are not required to have any qualifications or training to provide their children with a suitable education. The 1996 Education Act provides that, generally, children are to be educated in accordance with the wishes of their parents.
- 4.3 Parents are not required to inform Rutland County Council that they intend to elect or have elected to home educate. They are not required to seek approval from the County Council.
- 4.4 Where a child has a special educational need or disability and has an Education, Health and Care, (EHC) Plan and begins home education, Rutland County Council's statutory duty to undertake an annual review continues. This review includes assessing whether the Plan is still appropriate and it may be possible to alter or even cease to maintain the EHC Plan, depending on the child's current circumstances and the provision being made. Should it be necessary for the EHC Plan to remain in force, the parent/carer continues to have responsibility for the education provided; however Rutland County Council has a legal duty to ensure that the child's needs are met.

---

<sup>1</sup> The term "parent", unless the context otherwise requires, in relation to a child or young person, includes any person -

- (a) who is not a parent of his but who has parental responsibility for him, or
- (b) who has care of him, except that in [section 499(8), Education Act 1996] it only includes such a person if he is an individual.

- 4.5 Parents whose child is enrolled at a school are responsible for writing to the Head teacher to inform them that they elect to home educate, unless the child is in a special school in which case they are required to seek approval from Rutland County Council first. Parents whose child is not enrolled at a school have no obligation to inform the Council that they are home educating their child, however Rutland County Council actively encourages contact with all home educating families.
- 4.6 The type of education activity provided by a parent/carer can be varied and flexible.
- 4.7 Parents may choose to employ other people to educate their child, though they themselves continue to be responsible for the education provided.
- 4.8 It is recommended that parents ensure that such people are qualified and suitable, including Disclosure and Barring Service (DBS) checks.
- 4.9 Parents assume full financial responsibility for their child's education, including the costs of private tuition, courses and public examinations. However colleges can claim the cost of course fees on an individual basis for home educated young people under 16 years.
- 4.10 **See Frequently Asked Questions Leaflet at end of this document.**

## **5. Rutland County Council's Responsibilities**

- 5.1 Rutland County Council supports parents who opt to educate their child at home.
- 5.2 Rutland County Council has a statutory duty, under section 436A of the Education Act 1996, to make arrangements to enable them to establish (so far as it is possible) the identities of children in their area who are not receiving a suitable education. This duty applies to statutory school age children who are not on a school roll and who are not receiving a suitable education otherwise than being at school.
- 5.3 A further statutory duty exists, which requires Rutland County Council to serve a formal notice under section 437 of the Education Act 1996, if it appears that a child of compulsory school age is not receiving a suitable education. The formal notice requires the parent to satisfy the County Council that the child is in fact receiving suitable education. If the County Council does not accept the evidence, it has the power to issue a school Attendance Order requiring the parent to register the child at a named school.

## **6. Responsibilities of Schools in Rutland**

- 6.1 There is no legal requirement for parents to discuss home education with the school but if a parent does approach the school to discuss the possibility of home educating, the County Council expects the school to respond positively and constructively. If parents are considering home education because of a dispute with the school, the County Council expects the school to take all necessary steps to

resolve the issue. The school should advise the parent to contact the Lead Inclusion Officer for further advice and guidance to enable them to make an informed choice or email [inclusion@rutland.gov.uk](mailto:inclusion@rutland.gov.uk).

6.2 The DfE guidelines make it explicit that:

*“Schools must not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the statutory guidance. If the pupil has a poor attendance record, the school and Local Authority must address the issues behind the absenteeism and use the other remedies available to them.”*

6.3 When a school receives formal, written notice from a parent that a child is being withdrawn from school in order to be home educated and the child has ceased to attend the school. Good practice suggests that schools agree a ‘cooling off’ period with parents to enable them to be certain it is the right choice for the child and family. This can be a period of 14 days within which a child can return to school. If the decision is to withdraw from school, the Head teacher should ensure that the pupil’s name is removed promptly from the admissions register in accordance with Education (Pupil Registration) (England) (Amendment) Regulations 2016, and in Section 5, paragraph 6

6.4 Education (Pupil Registration) (England) (Amendment) Regulations 2016, and in Section 5, paragraph 6, it states that

*“where the name of a pupil is to be deleted from the admission register, the proprietor must make a return to the local authority for that pupil as soon as the ground for deletion under regulation 8 is met in relation to that pupil, and in any event no later than the time at which the pupil’s name is deleted from the register.”*

6.5 In practice in order to comply with the Regulations, the school must inform Rutland County Council’s Admissions team of any child leaving school as soon as a school removes a child from the school register. This enables Rutland County Council to complete timely checks on children known to the service and address any risks identified. The school must complete the Council’s “School Exit” form and provide information requested by the Lead Inclusion Officer. **See Exit Form at the end of this document.**

6.6 The school is responsible for raising any safeguarding concerns relating to a child with the County Council’s Children’s Social Care Team. Home Education is not, in itself, a safeguarding concern.

6.7 The school must retain the child’s school file. Parents can request a copy of this file from the school to assist them in planning their child’s education.

## 7. **Elective Home Education and Safeguarding**

7.1 Home education is a positive experience for many children and young people.

However, for vulnerable children, school can be a key protective factor. This group of children and young people, who are sometimes hidden and isolated, have the right to an education that meets their needs and to be kept safe and well. The welfare and protection of all children, both those who attend school and those who are educated at home, is of paramount concern to Rutland County Council and its partners and safeguarding is the responsibility of the whole community. The Education Act 2006 imposes a duty on Rutland County Council to make arrangements for ensuring that the functions conferred on them are exercised with a view to safeguarding and promoting the welfare of children.

- 7.2 The Inclusion team in Rutland County Council, will follow Leicestershire and Rutland Safeguarding Children Board, (LSCB) safeguarding procedures at all times and work with relevant agencies and individuals to identify concerns for children early and put a response in place to support them. Children's services will work with schools and parents to proactively safeguard and promote the welfare of children and in the event of any concerns about the welfare of a home educated child, initiate and follow through established safeguarding procedures, which will include sharing information with GPs, health visitors and other health professionals in the interest of a child or young person.
- 7.3 The Inclusion Officer will contact the relevant Social Care team on those occasions where there is uncertainty about the welfare of a child or young person. The Inclusion Officer will explain the reasons for any welfare concerns to the parents in accordance with procedure.

## **8. Support, Guidance and Resources Provided by Rutland County Council**

- 8.1 The Inclusion team working with other service across Children's Services provides support in the form of:
- Referring parents to resources and services, discussing methods and philosophies, networking and advising on examinations
  - Publishing information about EHE that is clear, accurate and sets out the legal position, roles and responsibilities of both the County Council and parents
  - Discussing the implications of EHE with parents before they make the decision to leave or enter the school system
  - Producing and distributing accurate written records of meetings with home educating parents and children
  - Offering the above information in local community languages and alternative formats on request
  - With consent, exchanging contact details for EHE families in Rutland to facilitate networking
  - Referring to other agencies, such as Early Help and school nursing for support
  - Promoting positive relationships with elective home education families based on mutual understanding, respect and trust in order to safeguard the educational interest of children.
- 8.2 Rutland County Council embraces diversity and respects individual choice. The

Inclusion team recognises that parents of all educational, social, racial, religious and ethnic backgrounds successfully educate children outside the school setting.

## **9. Rutland County Council's Elective Home Education Procedures**

- 9.1 When the Inclusion Officer receives formal confirmation from a school or directly from a parent that a child is being home educated, a check will be made on the Council's database to ensure that de-registration has been correctly recorded. An EHE involvement will be created in the Inclusion service electronic database which will enable the service to record involvement with the family.
- 9.2 The Inclusion Officer will send a letter to parents acknowledging their intention to home educate and offering a date to visit the family at home. The initial plans to educate the child at home will be discussed and an EHE outline plan will be completed with the family. Advice and guidance will be offered to the family and where appropriate further support such as Early Help will be considered. The aim of the visits will be to maintain a positive and constructive relationship with parents. Parents are not obliged to accept a visit, however are encouraged to do so. The inclusion Officer and the family can agree a mutual place to meet if not at home. Electronic records will be saved to the electronic case management system.

The Inclusion Officer:

- Checks Liquid Logic (the electronic recording system on which children's social care and early help and inclusion staff record information on their contacts and activity relating to individual service users in Rutland) and contacts Social Care for information if it is a known case (open or closed).
  - Requests information from school, refers to 'School Exit' form and advises on off roll procedure.
  - Will note the decision to home educate if the child is known to the team for poor attendance or is at risk of permanent exclusion to ensure that all education options have been explored.
  - Checks if there are siblings.
- 9.3 The Inclusion officer will arrange a visit to the family, within 28 days (or sooner if concerns are held or parents request an early visit).

Parents may exercise their right not to allow the Inclusion Officer access to the home, the child or the child's work. The duty on Local Authorities to intervene under the Education Act 1996 only applies if it appears that parents are not providing a suitable education at home.

- 9.4 Where parents decline a home visit, the Inclusion Team will request information about the education being provided (parents do not have a legal obligation to provide this) and maintain contact in order to confirm that education continues successfully and to offer support. The Inclusion Officer will also offer phone or email contact.
- 9.5 Following a visit, the Inclusion Officer will complete the case record and agree next contact with parents. Within 28 days of the visit the Inclusion Officer will:

- Send a copy of the visit record. Parents will then be given the opportunity to ratify/amend the summary before it goes on file and is circulated to other individuals where relevant.
- Send the completed visit record to the SEND Case Officer or Social Worker (where appropriate).

9.6 The frequency and format of meetings will be determined by factors such as the Inclusion Officer or parent identifying concerns about the child's progress and education. Where education is suitable the Inclusion Officer and parent/s will agree on future contact.

9.7 Where formal notice is required:

If it appears to the Inclusion Officer that a suitable education is not taking place, then s/he should go through the following steps:

- A written report of the concerns will be sent to the parents specifying grounds for concerns and identifying reasons to conclude that the provision is unsuitable.
- Allow the parent the opportunity to address the identified issues and recommendations for improvements within a mutually agreed timescale. These should be discussed and agreed with the parent and confirmed in writing within the Inclusion Officer's case record. Parents must satisfy the Council, that their child is receiving education suitable to his/her age, ability and aptitude and to any special educational needs he/she may have.
- A referral to an Early Help service will be offered to help support the family where appropriate.
- After the agreed timescale for improvement, if the education is still believed to be unsuitable, then the Inclusion Officer will issue a formal notice under section 437 of the Education Act 1996. If Rutland County Council continues to be dissatisfied with the education being provided, a School Attendance Order will be issued.

9.8 A School Attendance Order will 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 Inclusion service that they are now providing an appropriate education and apply to have the Order revoked. If this is refused, parents can choose to refer the matter to the Secretary of State. If Rutland County Council prosecutes parents for not complying with the order, then it will be for a court to decide whether the education being provided is suitable and efficient. The court can revoke the Order if it is satisfied that the parent is fulfilling their duty. It can also revoke the order where it imposes an Education Supervision Order.

9.9 The Inclusion team offers parents educating their children at home appropriate advice and support in the best interests of their children. Inclusion Officers must ensure that all reasonable care is taken to ensure they are lone working safely, be



advised by any risk assessment information and report any concerns over health, welfare and safety issues to the Service Manager.

In cases where the Inclusion Officer has been unable to contact a family and there is a concern for a child's welfare, this should be referred to the local authority children's social care as a safeguarding concern.

## **10. Elective Home Education and Special Needs in Rutland**

- 10.1 Under Section 42 of the Children and Families Act (2014) the Local Authority is responsible for securing the specified special education provision within a child's Education Health and Care Plan, (EHCP). Parents' right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan.
- 10.2 Rutland County Council has a duty to maintain the Education, Health and Care (EHC) plan and review it annually, under the SEND Code of Practice, (2014). Review meetings will be convened and chaired by the SEND Officer. Children and parents will be encouraged to attend, but are not obliged to do so.
- 10.3 Section 42(5) also states that this duty does not apply where the parent(s) have made suitable alternative arrangements. Paragraphs 9.132 – 9.134 of the SEND Code states that suitable alternative arrangements for the special educational provision to be made could include an independent school or education "at home". It is for Rutland County Council to satisfy itself that the arrangements are suitable before it is relieved of its duty to secure that provision is made.
- 10.4 If finding that arrangements are not suitable, Rutland County Council can make that decision and name another school/college in (section I) or assist the parent in making the arrangements suitable.
- 10.5 If the child is on the roll of a special school, the child's name may not be removed from the school register without the County Council's consent, or if the Council refuses to give its consent, at the Secretary of State's direction (Regulation 8(2) Education (Pupil Registration) (England) Regulations 2006). Schools will call an early review as soon as they are aware of an intention to home educate.
- 10.6 In order to assess whether home provision is suitable for the special education needs of the child, parents will be asked to provide information regarding the home education provision. The County Council will only be relieved of its duty to arrange the provision specified in the child's EHC Plan if it is satisfied that the parents' arrangements are suitable.
- 10.7 If Rutland County Council is satisfied with the parents' arrangements it will continue to have a duty to maintain and review the EHC Plan annually until: it decides to cease the EHC Plan; or the EHC Plan automatically lapses; or

the EHC Plan is transferred to another local authority. The County Council does not have to name a school/setting in the appropriate section of the EHC Plan, though it should state the type of school it considers appropriate and go on to state that "parents have made their own arrangements under section 7 of the Education Act 1996".

- 10.8 Where it appears to the County Council that a child is not receiving education suitable to age, ability and aptitude and SEND, procedures set out in 9.8 will be followed.
- 10.9 Therapy provision, if stipulated in the EHC Plan, should be accessed through the GP and professionals invited to contribute to the annual review.
- 10.10 A parent who is educating their child at home may ask the County Council to carry out a statutory assessment of their child's special educational needs and the Council will consider the request within the same statutory timescales and in the same way as for all other requests.

## **11. Elective Home Education - Gypsy, Roma and Traveller (GRT) Communities**

- 11.1 Rutland County Council 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 Council 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.
- 11.2 The Inclusion officer will make the initial visit to the family. This will ensure that GRT families have full access to advice and guidance on establishing suitable educational provision for their children.
- 11.3 The duty of the County Council to act if children are not receiving a suitable education applies equally to traveller children residing with their families on temporary or unauthorised sites and to settled travellers. Although travelling children of school age have the same legal right to education as anyone else, it can be difficult to claim or seek these rights without a permanent or legal place to stop Rutland County Council. The Council will 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.

## **12. Review and Evaluation**

This Guidance will be reviewed annually. Consultation with home educators will take place where there are significant changes to policy or procedure. The voice of children, young people and parents, through the Inclusion team also informs developments. Rutland County Council is committed to securing an effective partnership with home educators.

## References

- Education Act 1996 [www.legislation.gov.uk/ukpga/1996/56/contents](http://www.legislation.gov.uk/ukpga/1996/56/contents)
- Education Act 2002 [www.legislation.gov.uk/ukpga/2002/32/contents](http://www.legislation.gov.uk/ukpga/2002/32/contents)
- Elective Home Education Guidelines for Local Authorities (November 2007) [www.education.gov.uk/schools/pupilsupport/parents/involvement/homeeducation/a0073367/elective-home-education-guidelines](http://www.education.gov.uk/schools/pupilsupport/parents/involvement/homeeducation/a0073367/elective-home-education-guidelines)
- The Education (Pupil Registration) (England) Regulations 2006 [www.legislation.gov.uk/uksi/2006/1751/contents/made](http://www.legislation.gov.uk/uksi/2006/1751/contents/made)
- The SEND Code of Practice (June 2014) <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.
- National Careers Service <https://nationalcareersservice.direct.gov.uk>



Rutland  
County Council

# Elective Home Education

*Your Questions Answered*





# Elective Home Education

## Frequently asked questions

This document has been developed to assist with any query that you may have regarding Elective Home Education (EHE) in Rutland. If you have a question that is not answered below please email [inclusion@rutland.gov.uk](mailto:inclusion@rutland.gov.uk)



Rutland  
County Council

EHE Parent

“ It’s still early days for us, but it seems to have been a good choice as my daughter is improving and in a much happier place than she was a year ago. ”

## I am interested in registering my child for EHE, who do I contact?

You might want to start by speaking to the home education national support groups and other parents who home educate first, to hear the pros and cons of home educating. If you decide to go ahead then the procedure is as follows - if your child is currently on roll of a school, you may notify the school that you wish to home educate your child. You may also contact the council by emailing:

**[inclusion@rutland.gov.uk](mailto:inclusion@rutland.gov.uk)**



**VISIT**

**[ahomeeducation.co.uk](http://ahomeeducation.co.uk)**

**For More  
Advice**

## Am I legally obliged to inform my local authority that I want to educate my child at home?

The law does not currently require you to notify your local authority of your intentions to EHE. However, Rutland County Council has a legal duty to ensure its resident children are receiving a suitable education and may intervene, regardless of registration, if it appears this is not being provided. It is therefore recommended that you register your intentions. For further information, Elective Home Education Guidance for parents and schools is provided to you and is available on the Council's website.

## My child's current school has requested I remove my child from their roll and register as EHE, can they do this?

A school cannot request or advise a parent to de-register their child from the school to EHE. Any decision to EHE must be made by you. The responsibility to provide a suitable education to your child will be effective from the date after you remove your child from the school.

## My child has special needs with an Education, Health and Care Plan (EHCP), can I still home educate my child?

You have a right to electively home educate your child if you wish. It remains the responsibility of Rutland County Council if your child lives in Rutland or the Local Authority where your child lives to ensure that your child's needs are met. If your child is attending a special school, Rutland County Council must give consent for your child's name to be removed from the school roll.

## Will Rutland County Council supply textbooks, exam papers etc.?

Rutland County Council does not supply textbooks or pay/arrange for exams. If you make the choice to home educate your child, you will be expected to pay for any exam fees, should you wish your child to sit them, and the cost of textbooks, tuition fees etc.

## What happens if I want to enter my child for public exams?

For home schooled children who have studied for a public exam, like GCSEs or A levels, either independently, through a private tutor, or via a correspondence course, it is usually the parents own responsibility to find an exam centre, register for the exam, find a qualified person to assess coursework and enter examinations. Examination Officers do not have to accept private candidates to their exam centre so it is important to know about the systems in place before contacting the officer, that way you will seem organised and he or she will feel more relaxed about accepting your application.

**VISIT**  
[ahomeeducation.co.uk](http://ahomeeducation.co.uk)

**For More  
Advice**

## Am I required to follow the National Curriculum?

If you decide to home educate your child, it will be your responsibility to provide your child with a suitable full-time education programme that meets your child's needs according to age, ability, aptitude and any special educational needs. There is no requirement for you to follow a prescribed curriculum. However, the education programme should be well balanced and prepare your child for life within the community of which he or she is a member.

## What might my child's learning routine look like?

The time allocated to your child's education will depend upon their age but, as a general rule, a minimum of three hours of purposeful and planned educational activity should be arranged each school day during normal school terms. In addition there should be properly supervised individual work. You should consider the amount of time that it will be necessary for your child to be taught. It is a good idea to establish a routine and you should try each day to have varied activities. This is especially important for younger children who cannot concentrate for too long.





EHE Parent

“ At your home you need to think about where your child can work and then you will need: files, folders, plastic wallets, pens, pencils, notebooks and diary, planner and paper. ”

## What about compulsory subjects?

Subjects are not compulsory - the National Curriculum applies only to schools. However, you will probably want to take account of the National Curriculum which specifies certain subjects. Planning your child's work is important and it is useful to develop a clear indication of the programme and methods of assessment. You might find it helpful to record what is achieved and use these records as a basis for discussing with the child his/her progress. It is important for your child's development that they have the chance to mix with other children of all ages not just other family members, on a regular basis. Membership of a young people's organisation should be considered to provide the opportunity for forming relationships in safe and comfortable surroundings. It may also be helpful to consider joining groups for the purpose of expressing any artistic or musical talents. As part of the educational and social experience, school often gives children access to museums, places of interest and different environments. You should consider outings and visits as an integral part of the learning process.

## What if my child has a part time job?

All children, whether in school or home educated, who wish to work part-time, or to take part in acting or modelling are subject to legislation. You must apply to the Council for permission prior to your child doing any work of this kind. Full details of what types of work hours are permitted and application forms, are available from the Inclusion Officer, email [inclusion@rutland.go.uk](mailto:inclusion@rutland.go.uk). When your child reaches the age of 15 years you may wish to consider work experience for them.

## After I notify the school that I want to register my child as EHE with the local authority what happens next?

An officer from Rutland County Council's Inclusion Service will send you a formal registration letter in the post and your details will be entered on the elective home education database that is held by the service. A visit with an Inclusion Officer will be arranged within 28 days of your notification. The Inclusion Officer will provide you with a copy of the EHE Guidance, which is also available on the Council's website.

## What is an Inclusion Officer?

An Inclusion Officer is employed by the Council and is experienced in assessing the quality of educational provision. They meet all required checks for working with children and be qualified and registered to work in the UK.

## What should I expect from the visit?

The visit will be conducted in your child's home unless otherwise agreed by the Inclusion Officer and you. In the case of the visit taking place elsewhere a suitable venue, such as a library or children's centre, will normally be agreed. The visit would not normally take any longer than one hour and the Inclusion Officer would expect to meet with your child. If your child has an EHC Plan, in most cases an Educational Psychologist will arrange to visit you and your child.

## Do I receive a copy of the report form the visit?

You will be provided with a copy of the report within 28 days after the visit.





## Can I provide evidence of home educating my child rather than agreeing to a visit?

If you do not wish to meet with the Inclusion Officer you will be asked to provide a programme of education which may require further follow up information and you can provide an endorsement from professional(s) involved in the delivery of the programme and who would be able to confirm that the education provided, in their view, is suitable.

## My last visit was unsatisfactory, what happens now?

The Inclusion Officer will make recommendations in their report and arrange a further visit within six weeks. However, this does not apply for a child or young person with special educational needs or disabilities (SEND). Should the outcome of the visit be unsatisfactory the child or young person will need to return to the provision named on their EHC plan.

If after the second visit the provision is still deemed unsatisfactory, and the Council believes that there is insufficient evidence that a suitable education is being provided, a Notice will be served instructing your child to attend school – a School Attendance Order under Section 437 (3) of the Education Act 1996.

## What information do you hold about my child on the EHE records?

The inclusion service will hold your child's full name, date of birth, address, parent details and contact details, whether they have any special educational needs or disability or have an Education Health and Care plan. We also record dates of your last visit and any information you share with us regarding your child's education plan and we would like to know why you have chosen to home educate your child. We do not ask for your religion or ethnicity.

## How long do you hold my child's details after I register for EHE?

The Inclusion service will keep your details for the duration of your child's statutory schooling; or until you request that you no longer wish to remain registered with the local authority as EHE, for which your details will be deleted after 3 years from the date of your de-registration request. For more detail on how we hold your information, please refer to the Privacy Notice on the Council's website.

# Hear what some of our parents say about Elective Home Education:

“ People worry about socialising with peers. With home education she has a few friends and attends clubs and keeps in touch with a few school friends. Obviously, home education is different for children of different ages. My child would be starting her GCSEs if she were still at school. She will still do this as she wants to achieve and the plan is for her to split her exams out over two years. Home education gives us that flexibility. ”

“ As the parent of a child who is home schooled my time is spent sorting out work for the week and the term ahead - thinking and planning. Making sure and asking the tutors for homework and feedback from the tutors and speaking to the local authority. ”

“ Take time for yourself and even though you will spend lots of time together make sure that the child has time to themselves. ”

“ When looking at topics they can be about whatever you and your child would like, at the beginning of each term decide what the topics are going to be. I also keep magazines that come through the door and look for clubs in the local area that a child can join. A library is also a place that can help with books, computers and local clubs. ”

“ Parents choose to home educate for all sorts of reasons. If you are thinking of this, then my advice would be to talk to parents and home educators so that you can get an idea of the ins and outs. It wasn't an easy decision for us but it was the best one for my daughter. She became both physically and mentally ill and the school environment exacerbated this. She went to a lovely supportive school and despite their best efforts to help her in any way they could, her mental health deteriorated and she became too ill and wasn't coping. There were other options for her, but we chose to try home educating as it seemed like it could take the pressure off her mental health, allow her to learn at her own pace, allow her to rest on bad days and allow her to study and learn in a more individualised way. ”



# I would like some further information and advice, where can I find it?

For more useful information in regards to EHE you may be interested in reading the following webpages:

[www.electivehomeeducationservice.co.uk](http://www.electivehomeeducationservice.co.uk)

[www.legislation.gov.uk/ukpga/1996/56/contents](http://www.legislation.gov.uk/ukpga/1996/56/contents)

[www.educationotherwise.org](http://www.educationotherwise.org)

**Rutland Local Offer**

[www.rutland.gov.uk/localoffer](http://www.rutland.gov.uk/localoffer)

**Rutland Information Service**

[ris.rutland.gov.uk](http://ris.rutland.gov.uk)



**Rutland**  
County Council

Catmose, Oakham, Rutland LE15 6HP

01572 722 577

[enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk) [www.rutland.gov.uk](http://www.rutland.gov.uk)

 @RutlandCouncil

## EXIT FORM

DETAILS OF EXIT FROM SCHOOL ROLL		
<b>School Name:</b>	<b>Name of Person Completing Form:</b>	
<b>Pupil's Surname:</b>	<b>Pupil's First Name(s):</b>	
<b>Date of Birth:</b>	<b>Gender:</b> M <input type="checkbox"/> F <input type="checkbox"/>	<b>Year Group:</b>
<b>Pupil's Address:</b>	<b>Unique Pupil Number:</b>	
<b>Parent/Carer Name:</b>	<b>Parent/Carer address:</b> (if different from above)	

Details of Removal from Roll	
<b>Date removed from roll:</b>	<b>Reason for removal to EHE:</b>
<b>Letter from Parents/Guardians stating intentions:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>SEN:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Cooling off period offered:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Governors Informed:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Agency Involvement (Please tick if appropriate)		
Early Help <input type="checkbox"/>	Social Care <input type="checkbox"/>	Social Inclusion Development Officer <input type="checkbox"/>
Educational Psychologist <input type="checkbox"/>	Youth Offending Service <input type="checkbox"/>	Other:

Other Information

**Please return the form to [inclusion@rutland.gov.uk](mailto:inclusion@rutland.gov.uk) Please attach any other relevant documents or background information relating to the removal from roll**