

# Elective Home Education

## Standard Operating Procedures



# DUTIES OF SCHOOLS, LOCAL AUTHORITIES AND PARENTS

## Table of Contents

Duties of Schools, Local Authorities and Parents	3
Local Authority Duties	3
School Duties (Including Academies)	3
Parental Duties	3
Purpose	4
Pre-Elective Home Education Procedures	5
Children on a School Roll	5
Children who are not of a statutory school age	6
Children who reside out of borough (OOB)	6
Recording	6
Flexi-Schooling	7
Children who are not on a School Roll	8
Elective Home Education Procedures – Notification and Confirmation	9
Referral Acknowledgment and Initial Recording.	9
Triage and Initial Contact	9
Case Review and Monitoring	10
Concerns – Informal Enquires	11
Unsuitable Education - Formal Procedures	12
Uncooperative Parents	12
Annual Contact	12
Removals from EHE	13
Whereabouts Unknown	13
Other Considerations	14
Special Educational Needs	14
School Admissions	15
Connexions	15
Work Experience and Child Employment	15
Cherry Tree Learning Centre (CTLC)	15
Education and Skills Funding Agency (ESFA) Funded Courses in Key Stage 4	16
Health	16
Safeguarding and Early Help	16

# DUTIES OF SCHOOLS, LOCAL AUTHORITIES AND PARENTS

EHE Website	17
Training	17
West Midlands Regional EHE Forum and National Association of Elective Home Education Professionals (AEHEP)	17
Complaints	18
BIBLIOGRAPHY	19

Copyright © 2018 Dudley Metropolitan Borough Council

All Rights Reserved

No part of this publication may be reproduced in any form or by any electronic or mechanical means including information storage and retrieval systems outside of the purchaser's organisation, without permission in writing from Dudley Metropolitan Borough Council

# DUTIES OF SCHOOLS, LOCAL AUTHORITIES AND PARENTS

## Duties of Schools, Local Authorities and Parents

### LOCAL AUTHORITY DUTIES

#### **Education Act 1996 Section 436A (inserted by Education and Inspections Act 2006 Section 4)**

LAs must make arrangements to enable them to establish the identities of children in their area who are of compulsory school age but are not registered at a school and are not receiving a suitable education otherwise than at school.

#### **Education Act 1996 Section 437(1)**

LAs should intervene if it appears that parents are not providing a suitable education.

#### **Children's Act 2004 Section 11 (2) and Education Act 2002 Section 175 (1)**

LAs must ensure their functions are discharged in regard to the need to safeguard and promote the welfare of children.

#### **Education Act 1996 Section 13A (substituted by Education and Inspections Act 2006 Section 1)**

LAs should ensure that their functions relating to the provision of education...are exercised with a view to promoting high standards, ensuring fair access to educational opportunity and promoting the fulfilment by every child concerned of his educational potential. This applies to education for children of compulsory school age whether at school or otherwise.

### SCHOOL DUTIES (INCLUDING ACADEMIES)

#### **Education (Pupil Registration) (England) Regulations 2006, Regulation 8 (1)(d):**

Schools can only remove a child from the admissions and attendance roll when the child has "ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school."

#### **Education Act 2002 Sections 157 and 175(2)**

Schools (including academies and independent schools) have a duty to safeguard and promote the welfare of children.

### PARENTAL DUTIES

#### **Education Act 1996 Section 7**

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any special educational needs they may have, either by regular attendance at school or otherwise.

# PURPOSE

## Purpose

- To ensure appropriate information is gathered by the Local Authority about children and young people whose parents have elected to educate them at home.
- To ensure that parents have early access to accurate information, advice and guidance about procedures and responsibilities prior to deciding to educate their child at home.
- To ensure that appropriate information, advice and guidance continues to be available to parents during the period of Elective Home Education.
- To ensure that the Local Authority intervenes when there are concerns that a suitable education is not being delivered to the child.
- To ensure that children receiving Elective Home Education benefit from the support of agencies and professionals, including Early Help and intervention.
- To work with all statutory agencies to ensure electively home educated children are appropriately safeguarded.

**Note:** Throughout this document 'parents' should be taken to include all those with parental responsibility, including guardians and carers, and those that "care" for children.

# PRE-ELECTIVE HOME EDUCATION PROCEDURES

## Pre-Elective Home Education Procedures

All pre EHE enquiries must come through the Education Investigation Service (EIS) duty desk via email [eis.cs@dudley.gov.uk](mailto:eis.cs@dudley.gov.uk) or telephone 01384 814317 in the first instance.

### CHILDREN ON A SCHOOL ROLL

For parents who are considering EHE, it is recommended that they go into school to discuss the situation with an appropriate member of school staff in the first instance. School should seek to resolve any problems that are brought to their attention. The school should provide the parent with a copy of the LA's EHE information leaflet and signpost them to EIS to access accurate advice and guidance about EHE. EHE is a complex and specialist area so schools should not provide information about EHE themselves.

Parents approaching EIS for information, advice and guidance will be signposted to the EIS Duty Officer in the first instance. If more specialist information is required, the parent will be put in contact with the EHE Liaison Officer.

If it is a parent's final decision to proceed with EHE, then they will be informed that they must write to the Headteacher<sup>1</sup> stating their intention to educate their child at home. EIS will not write letters on behalf of parents, or provide a template, but advice will be given about possible wording and content.

Schools must not seek to persuade parents to educate their child 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, with support accessible via the Pupil Access Team (PAT)<sup>2</sup>. If the pupil has a poor attendance record, the school and local authority must address the issues behind the poor attendance and use the other remedies available to them.

Until a parent notifies the school in writing (deregistration letter) that they are home educating, it is imperative that the child continues to attend school, and this should be made clear to parents by the school's Attendance Officer or appropriately designated person. The deregistration letter is a legal document, so schools should not write this on behalf of parents or provide a template. This letter is also an important first piece of information from parents which should be written independently as it may flag up early concerns about the suitability of the EHE.

---

<sup>1</sup> In compliance with Regulation 8(1)(d), Education (Pupil Registration) Regulations 2006  
<http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>

<sup>2</sup> <http://www.dudley.gov.uk/resident/learning-school/parental-support/exclusion-from-school/>

# PRE-ELECTIVE HOME EDUCATION PROCEDURES

When a parent has submitted a letter to school notifying of their intention to home educate their child, the school has a **legal duty**<sup>3</sup> to inform the Local Authority. Schools **must** submit a *Notification of Child Missing from Education/Removed from School Roll* form<sup>4</sup> along with a copy of parent's deregistration letter via the EIS email address: [eis.cs@dudley.gov.uk](mailto:eis.cs@dudley.gov.uk). The child can then be removed from roll from the date on which the letter was dated. If a letter is sent undated, it is the school's responsibility to clarify the EHE start date with the parent. The removal date cannot be backdated to cover any unauthorised or authorised absence prior to the official EHE start date. If the parent stipulates a future date the EHE will start, the school cannot refer and remove from roll until this date has been reached.

Once received by the Duty Officer, the *Notification of Child Missing from Education/Removed from School Roll* form will be transferred to the EHE inbox [ehes.cs@dudley.gov.uk](mailto:ehes.cs@dudley.gov.uk) for processing by the EHE Administrator (see EHE Confirmed Procedures for further details).

## CHILDREN WHO ARE NOT OF A STATUTORY SCHOOL AGE

EIS only work with children who are statutory school age. Any children referred by schools or brought to our attention via another source such as Admissions, who have not yet reached statutory school age, will be added to the *Rising 5s* folder (split into Autumn, Spring and Summer terms) in the EHE area on the O: Drive. A child reaches statutory school age the start of the term after their 5<sup>th</sup> birthday. The EHE Administrator will add the child to the appropriate folder and process each cohort at the beginning of the term. An email will be sent to the EHE Liaison Officer alerting them to the addition to EHE in order that they can be triaged as normal.

## CHILDREN WHO RESIDE OUT OF BOROUGH (OOB)

If a school refer a child for EHE who lives out of borough, the EHE Administrator will follow standard cross border protocol and refer the child to the relevant Local Authority. This notification will be directed to the LA's EHE service. Once the receiving LA has acknowledged they are now responsible for the child, the EHE Administrator will close the referral. All notes relating to this activity will be recorded under the general notes tab in the Synergy database. The notification and any emails or other documentation relating to the child will be stored in the EHE area in the O: Drive in the *Out of Borough Referrals* folder. Note: The EHE status (attendance and personal indicator) is **not** recorded in the Synergy database in the usual way as this is only used for children who are resident in Dudley.

## RECORDING

Notes of contact prior to a child becoming EHE will be added to the general notes tab in the Synergy database. If there is more than one child, notes will be added to the oldest child's record and a

---

<sup>3</sup> In compliance with Regulation 8(1)(d), Education (Pupil Registration) Regulations 2006 <http://www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made>

<sup>4</sup> EIS referral forms can be found @ <http://www.dudley.gov.uk/resident/learning-school/parental-support/dudley-education-investigation-service/school-referral-form/>

# PRE-ELECTIVE HOME EDUCATION PROCEDURES

general note made in younger sibling's record(s) signposting to them. Any documents which need to be kept, will be filed in the EHE area in the O: Drive in the *Pre-EHE* folder.

## **EXCEPTIONS: Removal from Roll for EHE Requiring Consent from the Local Authority**

### **Previous School Attendance Order**

If a child is registered at a school as a result of a School Attendance Order, parents must get the Order revoked by the Local Authority on the ground that arrangements have been made for the child to receive suitable education otherwise than at school, **before** the child can be deleted from the school's register and educated at home. If a child is inadvertently removed from roll under these circumstances, the Local Authority will instruct the school to return the child to the school roll immediately.

### **On Roll at a Special School**

For parents of a child registered at a special school, Local Authority consent is required to delete the child's name from the register. Please refer to SEN section.

## **FLEXISCHOOLING**

Flexi-Schooling describes an arrangement between parents and school where a child is registered at school in the usual way but attends school only part time. The rest of the time, parents are responsible for educating their child. If a school is considering entering into a Flexi-Schooling arrangement with parents, they will need to consult with the Officer for EHE and GRT Services before proceeding. The Officer for EHE and GRT Services will:

- Offer information, advice and guidance.
- Attend a meeting with school and parents to clarify roles and responsibilities.
- Provide the school with a Flexischooling contract template.
- Conduct a safeguarding check on CCM.
- Attend any review meetings.

It is expected that school will make regular home visits prior to and during the Flexi-schooling arrangement in order to satisfy themselves that education is taking place and the home environment does not present any safeguarding risks. The Officer for EHE and GRT Services **will not** conduct any home visits of this nature.

The child must be marked as absent whilst receiving EHE and a "C" code entered into the register. The B and D codes **must not** be used. Any non-attendance issues for the period of time the child is expected to attend school, can be dealt with in the usual way. The school will also continue to be accountable for the safeguarding of the child whilst away from the school. This is why the contract is important, as it will clearly detail the expected attendance and safeguarding arrangements. A school can withdraw the Flexi-Schooling arrangement at any time if it is failing, on the understanding that a review is held first to discuss other options, including re-integration.

# PRE-ELECTIVE HOME EDUCATION PROCEDURES

Once Flexi-Schooling has been agreed, the EHE Administrator will update Synergy to indicate a dual registration between school and EHE, with school continuing to be the main place of attendance.

## ELECTED HOME EDUCATION CHILDREN WHO ARE NOT ON A SCHOOL ROLL

Referrals are sometimes received for children who are not on a school roll but are thought to be EHE. These referrals can come from many sources, including; Local Authority officers, other professionals, members of the public, MASH, etc. The EHE Administrator will attempt to confirm the child's EHE status with parents via telephone. If it is not possible to establish contact or it is unclear that a child is EHE, then this needs to be referred to the Children Missing Education Officer for further investigation.

Although parents currently have no duty to inform the Local Authority that they are home educating, once this information has come to our attention, it is captured and usual procedures followed as detailed below.

# ELECTIVE HOME EDUCATION PROCEDURES – NOTIFICATION AND CONFIRMATION

## Elective Home Education Procedures – Notification and Confirmation

All EHE notifications from schools will be checked by the EIS Duty Officer and passed to the EHE Administrator via email to: [ehes.cs@dudley.gov.uk](mailto:ehes.cs@dudley.gov.uk). EHE referrals from other sources will be subject to the same procedures.

### REFERRAL ACKNOWLEDGMENT AND INITIAL RECORDING.

The EHE Administrator will:

- Add an EHE attendance and EHE personal indicator to the EHE database located in Synergy.
- Set up an e-folder for each child in the EHE space on the O: Drive in *Current EHE Learners* and add the referral paperwork. Siblings will share a folder. If a child has a *Pre-EHE* folder, this will be migrated across.
- Send an acknowledgment email (standard email) to the referrer confirming the child's status has been changed to EHE along with a copy of the *Exit from School Roll Review Form* (which requests information about education and safeguarding) for completion. If the form is not returned within 10 working days, the form will be sent again. If the form is still not returned within a total of 20 working days, this will be brought to the attention of the Officer for EHE and GRT Services. Schools who continually fail to provide this information will be reported to the Senior Practice Supervisor (EIS).
- Provide the school with information on how to securely share the child's safeguarding file with EHE.
- Move a copy of the referral to the EHE Liaison Officer's folder in the EHE inbox.

### TRIAGE AND INITIAL CONTACT

The EHE Liaison Officer will:

- Regularly check the EHE Liaison Officer's folder for new referrals and remove them for action.
- Check CCM, EIS and Synergy databases to identify any current education support, SEN Team, Early Help, Child in Need or Child Protection Plan involvement. A historic check will also be made to identify any previous involvement that may be a cause for concern now the child is being educated in the home rather than in a school community.

# ELECTIVE HOME EDUCATION PROCEDURES – NOTIFICATION AND CONFIRMATION

If the safeguarding check raises a concern that the child has been, or may be **at risk of significant harm**, the child's case will be handed over immediately to the Officer for EHE and GRT Services who will make contact with either the allocated Social Worker or MASH for advice and guidance.

- Check if there is any current or previous involvement with the Education Investigation Service for non-school attendance, including if a School Attendance Order is currently in force.
- Make initial contact with parents via telephone to establish their main reason for EHE and to check they understand their responsibilities as a home educator. The reason for EHE will be added to the EHE database in Synergy. Information will also be given about leaving children alone at home and child employment (to include volunteering and work experience placements). Dudley specific EHE procedures will be explained to parents.

If an interpretation service is required, a home visit will be offered with an interpreter. A home visit will also be offered via letter if the parent cannot be contacted via telephone or email after three attempts.

If the parent has already received advice about EHE prior to opting for EHE this step may be omitted with the agreement of the Officer for EHE and GRT Services.

- Write to parents (standard letter and contact card) providing contact details for the Elected Home Education Service and requesting initial written information about the plan for the child's education. If no response is received after 10 working days, a follow-up letter (standard letter) will be sent out renewing this request.
- All of the information gathered will be recorded against the child via events in the EHE database on Synergy. Any relevant documents will be added to the child's e-folder in the EHE area on the O: Drive in *Current EHE Learners*.

## CASE REVIEW AND MONITORING

A regular meeting will take place between the Officer for EHE and GRT Services and the EHE Liaison Officer. The Officer for EHE and GRT Services is responsible for reviewing all cases and undertaking an initial risk assessment through the triage process. Risk assessments will be continuously reviewed and amended where required risk will be indicated as follows:

Level of Intervention	Assessment of Suitability of Education
Low	No concerns about suitability of education. No safeguarding / Early Help concerns. School / parental compliance with EHE process.
Medium	No concerns about suitability of education. Possible Early Help involvement. Child is SEND.
High	EHE appears to be unsuitable. No safeguarding concerns. Non-compliance with EHE process. Child has SEND (Statement or EHCP).

# ELECTIVE HOME EDUCATION PROCEDURES – NOTIFICATION AND CONFIRMATION

Very High	EHE appears to be unsuitable. Safeguarding concerns. Non-compliance with EHE process. Child has SEND (Statement or EHCP).
-----------	---

**Very High and High Risk** cases will **always** be allocated to the Officer for EHE and GRT Services. **Medium Risk** cases will be referred to early help services. **Low Risk** cases will be reviewed annually by the Officer for EHE and GRT Services. The Senior Practice Supervisor (EIS) will monitor allocations.

It is expected that parents will have made contact following **Initial Contact** either to provide the information requested or to make arrangements to provide it. If parents fail to do so, or refuse to provide the information being requested, the School Attendance Order process will be started (see section about Uncooperative Parents below).

Where there are no concerns, the education will be marked as suitable and the case will become **medium** or **low risk**. An annual contact reminder will be set up.

Where there are concerns, the case will be stepped up, marked as **very high risk** or **high risk and** informal enquiries will be started (see paragraph below).

All visits and contacts will be recorded in the EHE database in Synergy. A brief record of discussion will be written up by the Officer for EHE and GRT Services and added to the child's e-folder in the O Drive.

The Local Authority cannot insist on a home visit or meeting. If parents decide to provide written information this will be evaluated by the Officer for EHE and GRT Services.

If parents refuse to provide the information being requested, the School Attendance Order process will be started (see section about Uncooperative Parents below).

## CONCERNS – INFORMAL ENQUIRES

If at any time, there are concerns that the educational arrangements may be unsuitable, the child will be marked as **very high risk** or **high risk**, and the Officer for EHE and GRT Services will start informal enquiries. The child will be opened as an active referral in the EHE database in Synergy. A letter will be sent to parents to inform them about the situation and to request further information about their educational provision. Parents can provide this information in a format to suit them i.e. over the telephone, in writing or at a meeting/home visit. It is likely that multiple contacts may be required, and the timeline will be established and agreed between the Officer for EHE and GRT Services and parents as enquiries develop. The timeline will be set up in the Outlook calendar in order to maintain the momentum and track progress. If the information provided satisfies the Officer for EHE and GRT Services that the education is in fact suitable, the case will be marked as **low risk** and an annual contact flag set up.

If parents refuse to cooperate with the request for information or based on the information provided the education appears unsuitable, the case will be stepped up and formal procedures will be started (refer to paragraph below).

# ELECTIVE HOME EDUCATION PROCEDURES – NOTIFICATION AND CONFIRMATION

If there are concerns that a child has been illegally off rolled or is attending an illegal school the relevant processes will be followed.

## UNSUITABLE EDUCATION - FORMAL PROCEDURES

If after a period of informal enquiries, it is clear that the education continues to appear unsuitable, the parent will be informed in writing and their cooperation will be sought to make alternative, suitable arrangements for the child's education. This could include:

- applying for a school place
- employing a private tutor
- applying for a place at college or alternative provider (offering ESFA funded courses for EHE in Key Stage 4)
- seeking medical evidence to support a referral to Cherry Tree Learning Centre (CTLC)

## UNCOOPERATIVE PARENTS

The Officer for EHE and GRT Services will discuss the situation with the Senior Practice Supervisor (EIS) and a decision will be made about serving a School Attendance Order (SAO). If agreed, a referral will be made to Borough Fair Access Panel (FAP) using the *No School Place* referral form. FAP will agree the schools to be named on the SAO.

At any point during this process, including if the case goes to court, parents can present new evidence to demonstrate that a suitable education is taking place. Any new evidence will be considered by the Officer for EHE and GRT Services and the Senior Practice Supervisor (EIS) and a joint decision made about next steps. If it remains unsuitable, then parents will be informed and the legal process will continue. If it is suitable, parents will be informed and the legal process will be ceased. Normal procedures for a child receiving a suitable education i.e. **low and medium** risk will then be followed.

If a parent decides that they no longer wish to home educate, parents will be issued with School Admission application forms and the case will be referred to the Children Missing Education Officer by the Officer for EHE and GRT Services.

## ANNUAL CONTACT

The EHE Liaison Officer will send out an annual contact letter (standard letter) to all **low risk** and **medium risk** cases. This is an opportunity to check if the child continues to be home educated and to verify current address and contact details. Parents will also be asked to provide updated written information about their educational provision. The EHE Liaison Officer will also make new checks on CCM, EIS and Synergy.

# ELECTIVE HOME EDUCATION PROCEDURES – NOTIFICATION AND CONFIRMATION

If the child is no longer EHE, the EHE Administrator will be notified and normal procedures will be followed for removal of the child from EHE (see below).

## REMOVALS FROM EHE

**All** removals from EHE need to be actioned by the EHE Administrator with the agreement of the Officer for EHE and GRT Services. If the child has returned to a school roll, the EHE Administrator will contact the school to verify that the child is on roll and attending before removal.

Parents and schools are encouraged to inform the LA if a child returns to school, but this rarely happens as there is no legal duty on either to do so. A weekly Synergy report highlights any EHE children who have returned to a Dudley school roll. It will also indicate if a child has been removed from EHE without our knowledge.

If a child moves out of borough and will continue to be EHE, the EHE Administrator will follow standard cross border protocol and refer the child to the relevant Local Authority. This notification will be directed to the LA's EHE service. Once the receiving LA has acknowledged they are now responsible for the child, the EHE Administrator will remove the child from EHE.

## WHEREABOUTS UNKNOWN

If a child is no longer resident at the last known address and their current whereabouts is unknown, the case will be referred to the Children Missing Education Officer for tracking and tracing.

# OTHER CONSIDERATIONS

## Other Considerations

### SPECIAL EDUCATIONAL NEEDS

The procedures for removing a child with a Statement of Special Educational Needs (Statement) or Education, Health and Care Plan (EHCP) from the school roll are no different **unless they are on roll at a special school**.

If a child is on roll at a special school, parents will require LA consent for the child to be deregistered. On receipt of a referral from a special school, the Officer for EHE and GRT Services will start a consultation period with the SEN Team Manager regarding consent. Consent is required in these cases for two reasons; to ensure that a removal from special school would not cause significant harm to the child's health and development (this would require involvement from Children's Services) and to smooth the transition to home education for children with complex needs. It is **not** consent to home educate as there is no trial period under any circumstances. Once a referral has been received, the Officer for EHE and GRT Services will contact the SEN Team to confirm the name of the SEN Case Officer and request copies of all relevant paperwork for the child.

If the SEN Team have any educational concerns at any time about a child with an EHCP, then these need to be brought to the attention of the Officer for EHE and GRT Services in order that usual procedures can be followed. Likewise, if the Officer for EHE and GRT Services has any concerns, then these will be shared with the SEN Case Officer and SEN Team Manager. It is expected that the Officer for EHE and GRT Services and the SEN Case Officer will work closely together. The Officer for EHE and GRT Services will attend all Annual Review meetings or Statement to EHCP transfers as part of the information gathering process and to offer information, advice and guidance about EHE to all present.

If a child without a Statement or EHCP is identified as having significant SEN by the Officer for EHE and GRT Services, they will contact the designated Educational Psychologist (EP) for EHE for a professional discussion. If appropriate, and parents give consent, a Request for Involvement form can be completed and submitted by the Officer for EHE and GRT Services. If successful, an EP will then be allocated to conduct an assessment.

If parents request a statutory assessment, they will be expected to provide the educational information required on the paperwork, as they are the educator in place of a school. If the Officer for EHE and GRT Services has been involved with the child, this information will be submitted in a report.

The Officer for EHE and GRT Services should be kept fully informed about any developments, including if the child is likely to or has left EHE.

Parents will be signposted to SENDIASS for independent and confidential information, advice and guidance about issues relating to their child's SEN.

If a School Attendance Order is required for a child with a Statement or EHCP, the SEN Team will need to provide the school to be named in the Order.

# OTHER CONSIDERATIONS

## SCHOOL ADMISSIONS

The Officer for EHE and GRT Services will be notified of all school applications for EHE children.

All children who are moving from EHE to a mainstream primary or secondary school should be allocated a place via Fair Access Panel (FAP) to ensure they receive the support necessary to achieve a successful transition back into a mainstream education placement. The Officer for EHE and GRT Services will provide a summary of the child's educational background and any involvement.

## CONNEXIONS

Connexions will support Year 11 EHE learners to access information, advice and guidance relating to Post 16 transition. The Officer for EHE and GRT Services will provide Connexions with a list of Year 11 EHE learners at the end of every month. All Year 11 children who are EHE will be removed from the Synergy EHE database at the point of leaving statutory schooling i.e. the last Friday in the month of June. EHE continues to be an option Post 16 however EIS only work with children who are statutory school age.

## WORK EXPERIENCE AND CHILD EMPLOYMENT

Parents should be aware that the exemptions relating to child employment legislation to enable young people to undertake work experience only apply with respect to work experience arranged by a governing body or local authority. Consequently, there is currently no option for EHE families to arrange work experience opportunities that would be lawful where such activities conflict with the legislation restricting child employment.

Any instances of child employment will be reported to the Child Employment Officer for licence checks and further investigation.

## CHERRY TREE LEARNING CENTRE (CTLC)

It is possible to refer EHE children with medical conditions to CTLC for their consideration. This referral has to be made by the Officer for EHE and GRT Services and accompanied by appropriate, written medical advice. Referrals must be completed during a home visit or meeting and cannot be done on the telephone. The referral must be sent to the Head of Education Outcomes for funding approval before being submitted to CTLC.

The Officer for EHE and GRT Services will be invited to all meetings called by CTLC which relate to the child in order that progress can be monitored.

Please refer to CTLC Service Level Agreement (SLA) for EHE children for further details.

# OTHER CONSIDERATIONS

## EDUCATION AND SKILLS FUNDING AGENCY (ESFA) FUNDED COURSES IN KEY STAGE 4

Halesowen College and Nova Training offer part time courses to EHE children in Years 10 and 11. The Officer for EHE and GRT Services will be the main contact in the LA for the college and training provider. A list of providers outside of Dudley LA is also available upon request.

If a child is attending because the EHE is unsuitable, regular attendance updates will be requested.

Courses are funded by the Education Standards Funding Agency (ESFA) not the Local Authority.

All EHE children attending such provision will be dual registered with EHE as the main place of attendance and the college or alternative provider as the subsidiary place of attendance. This will be actioned and managed by the EHE Administrator.

## HEALTH

Parents will be made aware via any contact, the LA information leaflet and website that there is a designated School Nurse for EHE. Parents can contact the School Nursing Service to access this service. The Officer for EHE and GRT Services can also make referrals.

## SAFEGUARDING AND EARLY HELP

The primary role of the Officer for EHE and GRT Services is an educational one. Children will be prioritised based on the procedures described above i.e. according to the level of concern about their **education**, however children with significant current or historic safeguarding concerns will be prioritised.

Elective Home Education should not be viewed as a safeguarding concern. The Local Authority does not have powers to see or question the child so capturing child voice/wishes and feelings is especially challenging in this field of work. However, those working to safeguard or improve the well-being of the child must also be aware that neither the child, nor the family, will be seen or visited on a regular basis, and that there is no legal obligation for the child to be seen by an education professional once a parent has elected to home educate.

If a Social Worker has concerns about a child's educational arrangements, then these concerns should be reported to the Officer for EHE and GRT Services in order that they can be properly investigated. Social Workers must not make official judgments about the suitability of the educational provision as this is the role of the Officer for EHE and GRT Services.

If the child receiving their education in their home environment is considered to be a risk by Children's Social Care, then it is their role to assess that risk and take appropriate steps to safeguard the child.

## OTHER CONSIDERATIONS

A request may be made to the Officer for EHE and GRT Services for either a report or to attend meetings relating to child protection e.g. case conferences, Child in Need, Team Around the Family, etc., to give educational advice. If a child's education is a concern or unsuitable, then regular attendance at such meetings would be expected. If the education is suitable, then regular attendance may not always be necessary.

It is not the Officer for EHE and GRT Services' role to visit families to make safeguarding checks or monitor safeguarding concerns where Children's Social Care or Early Help have concluded that there is no role for them.

Professionals reporting safeguarding concerns to the Officer for EHE and GRT Services will be advised to report these concerns directly to MASH or the allocated Early Help/Social Worker if it is not a new case. A note of this advice will be recorded in the EHE database in Synergy.

Any safeguarding concerns as a result of contact with the family by any member of the EHE team will be reported to MASH or the allocated Social Worker if it is not a new case.

If the family would benefit from an Early Help Assessment and parents are willing to consent, the Officer for EHE and GRT Services, EHE Liaison Officer or other allocated EIS officer will complete the appropriate referral form and submit to the Family Centre in their postcode area.

Education Investigation Officers will inform the Officer for EHE and GRT Services if an EHE child is on the list for the Multi Agency Allocation Meeting. The Officer for EHE and GRT Services will provide the Education Investigation Officer with an update or attend the MAAM if available.

### EHE WEBSITE

The EHE website will be a source of advice and information for parents. It will be regularly maintained and updated by the designated administrator - <http://www.dudley.gov.uk/resident/learning-school/parental-support/elective-home-education/>

### TRAINING

Training for professionals in relation to Elective Home Education law, methods and the role of the Local Authority is available on request for all those who have contact with home educating families.

### WEST MIDLANDS REGIONAL EHE FORUM AND NATIONAL ASSOCIATION OF ELECTIVE HOME EDUCATION PROFESSIONALS (AEHEP)

The Officer for EHE and GRT Services will represent the Local Authority at the Regional EHE Forum (termly). The Officer for EHE and GRT is also a member of the AEHEP. Two elected representatives from the Forum represent the region at AEHEP meetings.

# OTHER CONSIDERATIONS

## COMPLAINTS

Complaints about EHE and GRT Services should be directed to the Senior Practice Supervisor (EIS) in the first instance, preferably in writing, aiming for an informal resolution. The Senior Practice Supervisor will check the EHE SOP has been followed. If the complaint is specifically about the judgment of the education aspect, the complaint will be directed to the Lead for Education Outcomes (or another appropriate colleague with Qualified Teacher Status) for a second opinion.

Any dissatisfaction with the outcome and/or handling of a complaint via informal resolution should be escalated in accordance with the council's complaints process -

<http://www.dudley.gov.uk/resident/your-council/compliments-comments-complaints/>

# BIBLIOGRAPHY

## BIBLIOGRAPHY

DfE - *Elective Home Education: Guidelines for Local Authorities* (2013)

Ofsted – *EHE: Advice for Inspectors* (May 2015)

DfE - *SEND Code of Practice: Children and young people with SEN who are educated at home* (2015)

DfE – *Ensuring a good education for children who cannot attend school because of health needs* (2013)

Child and Family Law Quarterly, Vol 21, No 2, (2009) – *Regulating Home Education: Negotiating Standards, Anomalies and Rights* by Daniel Monk, Reader in Law at Birbeck, University of London

Ed Law (2016) – *'Out of School Education' and radicalisation: Home Education Revisited* by Daniel Monk, Reader in Law at Birbeck, University of London