



Elective Home EducationPOLICY & GUIDANCE DOCUMENT

Guidelines for Schools and Parents

These guidelines apply to:

All primary and secondary schools within Stockport For children with EHCP's and in special schools please see the EHCP sections And

Parents and carers who request their child is home educated or using the flexi-schooling, therefore having elected to home educate for some of the week.

These guidelines serve to provide information and guidance to schools and parents/carers regarding the process and procedures for Elective Home Education arrangements. They have been written in line with other Stockport Policies, DFE guidance and legislation:

DOCUMENT AUTHOR:	Wendy Cathie – Operational Lead, Education Welfare Service
APPROVED BY:	Heidi Shaw – Director of Family Help and Integration Tim Bowman – Director or Education, Work and Skills
DATE APPROVED:	August 2024

Links to other Guidance and Policies:

Elective Home Education Guidance for Local Authorities - April 2019

Elective Home Education Guidance for parents – April 2019

SEND Code of Practice - Jan 2015

Working together to Improve Attendance - August 2024

Working together to safeguarding children – 2023

Children's Act 2024

Keeping Children Safe in Education – September 2024

Stockport's Flexi-Schooling Policy

Understanding and dealing with issues relating to parent responsibility - August 2023

CONTENTS

Section		PAGE
Introduction		3
The Law & Department for Education (DfE) Guidance		
- Child's Rig		
Parents' Rights & Responsibilities		4 5
- Children with an EHCP		
- Using other settings		
School's Responsibilities		6 8
Stockport Council's Responsibilities		
EHE Procedures		
- Initial Contact and assessment of suitability		
- EHE Suitable		
- EHE Unsuitable and when a formal notice is required		10
Children with Special Educational Needs or Disabilities (SEND)		10
Safeguarding		
- Children in Care		
- Child subject to a Child Protection Plan		12
- Child in Need		13
Further Informa	ation	13
	APPENDICES (to be used in conjunction with this policy	')
Appendix 1	Process for a child on school roll prior to withdrawal (updated Ap	oril 25)
Appendix 2	EHE information and notes for Parents - Frequently asked questions - DFE guidance for parents	
Appendix 3	Initial Letter to parents	
Appendix 4	Letter for Annual Check	
Appendix 5	Reminder Letter for updated evidence	
Appendix 6	Process to progress a case for EHE when the family do not engage professionals	ge with
Appendix 8	Process to escalate to an SAO for unsuitability for EHE	
Appendix 10	School Attendance Order process for children with a social worker	٥r

Amendment to policy – April 2025: additional information added on parental responsibility (para 20-22)

INTRODUCTION:

- 1. Throughout this document, 'parents' should be taken to include all those with parental responsibility, as defined in law and may include guardians and legal carers.
- 2. Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe parents decisions to provide education for their children, who are of compulsory school age, at home instead of sending them to school. For the purpose of this policy, the term 'parent' will be used to refer to anyone holding parental responsibility as set out in Sec 576 of the Education Act 1996.
- 3. EHE is different to home tuition and education other than at school provided by the local authority (LA). Children educated at home are not registered at mainstream, special or independent schools, academies, free schools, Pupil Referral Unit (PRUs), full time college courses or children's homes with education facilities.
- 4. EHE is different to flexi-schooling arrangements. Flexi-schooling is agreed at the discretion of the headteacher of the school where the child is on roll and must be authorised. The head teacher would be agreeing to the pupil remaining on roll part time and registered as EHE whilst authorising absences.
- This document outlines Stockport Council policy and procedures to enable us to comply with our responsibilities and duties towards children living in our borough whose parents have decided to educate them at home.
- 6. The policy has been written with the support of the other services, including School Effectiveness, Family Help and Social Care and reflects enhanced safeguarding procedures and strengthen multi-agency oversight.
- 7. As stated in the DFE Guidance, April 2019, 'Educating children at home, works well when it is a positive choice and carried out with proper regard for the needs of the child'. We recognise that there are many approaches to educational provision and that what may be suitable for one child will not be for another, but all children should be involved in a suitable learning process.
- 8. In line with the DfE guidance for Local Authorities, April 2019, this policy and accompanying procedures seek to build positive relationships with home educators and provide a means to effectively protect the educational and safeguarding interests of children where vulnerabilities are identified.

THE LAW AND DFE GUIDANCE:

- 9. The legal responsibility for a child's education rests with their parents. In England, education is compulsory, but school is not. The law is set out in the European Convention on Human Rights and in the Education Act 1996.
- 10. Compulsory school age begins on the next prescribed day following a child's fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August each year. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach the age of sixteen.
- 11. Young people need to then comply with the Raising Participation Age (RPA) legislation, 2013, and remain in education or training up until the age of eighteen. The increase in age was made by relevant provisions of the Education and Skills Act 2008
- 12. Article 2 of the Protocol of the European Convention on Human Rights, 1953, 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.'
- 13. Section 7 of the Education Act, 1996, states that: 'the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to a) his age, ability and aptitude and b) any special educational needs he may have either by regular attendance at school or otherwise'.
- 14. An "efficient" and "suitable" education is not defined in the Education Act 1996 but has been described in case law (in the case of R v Secretary of State for Education and Science, ex parte Talmud Torah Machzikei Hadass School Trust 1986) as an education that 'achieves that which it sets out to achieve' and 'primarily equips a child for life within the community of which he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child's options in later life to adopt some other form of life if he wishes to do so.'
- 15. The DfE Guidance for parents, April 2019, makes a number of points in Section 2.10, 'What is a Suitable Education', including: -
 - Education must be age appropriate, enable the child to make progress according to his
 or
 her level of ability and should take account of any specific aptitudes.
 - Even if there is no specific link with the National Curriculum or other external curricula, there should be an appropriate minimum standard which is aimed at.
 - Education at home should not directly conflict with the Fundamental British Values as defined in government guidance.
 - Education may not be suitable (or efficient), even if it is satisfactory in terms of content and teaching, if it is delivered in circumstances which make it difficult to work eg very noisy premises.
 - Education may also not be deemed suitable if it leads to excessive isolation from the child's peers, and thus impedes social development.
 - It is likely to be much easier for you to show that the education provided is suitable if attention has been paid to the breadth of the curriculum and its content, and the concepts of progress and assessment in relation to your child's ability.

Children's rights:

- 16. The United Kingdom has ratified the United Nations Convention on the Rights of the Child (UNCRC), November 1989, which includes the right to be safe, to an education, the right to express their views and for due weight to be given to those views.
- 17. Stockport Council actively promotes children's right to be heard, as stated in the UNCRC and in the statutory guidance 'Listening to and involving children and young people', January 2014.
- 18. Stockport Council officers will wish to gain the child's opinions on the home education received in order to help inform decisions about suitability.

PARENTAL RIGHTS AND RESPONSIBILITIES:

19. Parents may decide to exercise their right to home educate their child from a very early age and not enrol the child at a school. They may also elect to home educate at any stage up to the end of compulsory school age and may continue post 16 in order for their child to participate in education and training until the age of 18. As is clear in the 1966 Education Act, Section 7, they must, however, ensure that their child receives efficient and suitable full-time education suitable to the age, ability and aptitude of the child and any special educational needs which the child may have.

- 20. In the case of separated parents, case law states that all those with parental responsibility must be consulted before important decisions are made, such as removing a child from their school, when they should leave the school or which new school they should attend.
- 21. There is no statutory obligation on a school to notify one parent if the other decides to remove their child that responsibility rests solely with the separated parents. Nonetheless, the child's welfare is paramount, so, if a school is aware that parents are separated and one parent decides to remove their child to Electively Home Educate, staff may wish to ask that parent if the other has been informed and has agreed to this.
- 22. A school should avoid becoming involved in parental conflicts. If parents are unable to agree lines of communication between themselves on issues involving their child, they may wish to seek independent legal advice and explore other options. These might include referring the matter to non-court dispute resolution, such as mediation, or to the family court for adjudication. Therefore, if a school is aware that both parents aren't in agreement with their child(ren) being Electively Home Educated then must remain on the school roll and attend until a decision has been agreed by both parents.
- 23. If the child is attending a school, then parents must notify the headteacher, in writing, that they are withdrawing their child in accordance with School Attendance (Pupil Registration) (England) Regulation 2024 9 (1)(f). They do not have to give a reason. Nevertheless, as stated in the DFE Guidance, it would be sensible to do so, both in order to avoid any future misunderstanding about how they plan to fulfil their parental responsibilities and to facilitate access to advice and support. The school will then inform Stockport LA by using Stockport LA's agreed procedure.
- 24. Parents whose child is not enrolled at a school have no obligation to inform the LA that they are home educating but it would be sensible to do so, particularly if you are new to the local authority or your child have never attended a school.
- 25. Stockport Council has a duty under the Education Act 1996 to establish whether home educated children are receiving suitable full-time education and the DfE Guidance is clear that it would be sensible for parents to respond to enquiries.
- 26. For any parent(s) are considering elective home education and are still unsure as to whether or not they are making the right decision for themselves and the child, they are advised to contact the Elective Home Education Team on 0161 474 3805 or email eas@stockport.gov.uk. An EHE officer will arrange to discuss the options available, before a decision is made.

Children with an EHCP:

- 27. Parents right to educate their child at home applies equally where a child has an Education, Health and Care Plan (EHCP), unless their child's educational provision is in a special school. If a child attends a special school 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 EHCP, however this only applies if the child's parents have not arranged a suitable education in some other way. Therefore, if the home education is suitable the local authority has no duty to arrange any special educational provision for the child. Parents considering to Electively Home Educate may wish to familiarise themselves with paragraphs 10.30 to 10.38 of the SEND Code of Practice (January 2015). (see section 8 for further information)
- 28. If a school already attended by a child is a special school and the child is attending it under arrangements made by the local authority, the local authority's consent is necessary for the child's name to be removed from the admission register, but this should not be a lengthy or complex process and consent must not be withheld unreasonably. If the child is to be

withdrawn to be educated at home then the local authority, in deciding whether to give consent, should consider whether the home education to be provided would meet the special educational needs of the child, and if it would, should give consent. However, that consideration should take into account the additional difficulties of providing education at home to a child whose special educational needs are significant enough to warrant a place at a special school.

Using other settings:

- 29. Parents do not need to be qualified teachers to home educate and there is no requirement to teach the National Curriculum, match age-specific standards, observe schools' hours, days or terms, make detailed lesson plans, give formal lessons or reproduce school type peer group socialisation.
- 30. Parents can choose to engage private tutors or other adults to assist them in providing a suitable education, although there is no requirement to do so, and learning may take place in a variety of settings, not just the family home. Parents who home educate assume the full financial responsibility for their child's education. This includes the costs of resources, private tuition, courses and public examinations.
- 31. It is strongly recommended that parents ensure that they make appropriate safeguarding checks on any settings that they use, as there may be no external assurance that they comply with basic standards such as vetting of staff and safeguarding children. Similarly, it is recommended that parents ensure that any tutors they employ are qualified and suitable, including whether they have a clear Disclosure & Barring (DBS) Service check.
- 32. However, children who are Year 10 and above may be able to access part-time college courses as part of their home education and the colleges may be able to claim the costs of course and exam fees from the Education & Skills Funding Agency. These arrangements would be negotiated individually between parents and the college.

SCHOOL RESPONSIBILITIES:

- 33. School Attendance (Pupil Registration) (England) Regulation 2024 9 (1)(f) and 13 (4) place a duty on head teachers to inform the LA when a parent notifies them of their decision to withdraw their child from the school roll.
 - **9 (1)** The proprietor of a school must ensure that the name of a pupil of compulsory school age is deleted from the school's admission register when— **9 (1) (f)** a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and— that day has passed; and there is no school attendance order naming the school in force in relation to the pupil"
 - 13 (4) When the name of a registered pupil, other than one within <u>paragraph</u> (5), is deleted from the admission register of a school the proprietor of the school must make a return to the local authority (a "deletion return") giving the following information about the registered pupil from the admission register— (a) full name; (b) address; (c) the full name and address of any parent the pupil normally lives with; (d) at least one telephone number that each such parent can be contacted with in an emergency; (e) the information entered in the admission register in accordance with regulation 8(3), if any; (f) the information entered in the admission register in accordance with regulation 8(4), if any; (g) which of the circumstances listed in regulation 9(1) or (3) are the basis for the deletion of the registered pupil's name
- 34. There is no legal requirement for parents to discuss home education with the school, however, if a parent informs the school of their intention, schools should respond by ensuring the parent

- fully understands the responsibility they are taking on as set out in this policy. This is particularly important if it appears that the decision to home educate may be related to a dispute with the school e.g. regarding attendance, behaviour concerns or alleged bullying. It is good practise for a school to invite parents to discuss the decision and take all necessary steps to resolve any issues. Parents' attendance at such a meeting should be entirely voluntary.
- 35. Where a parent has expressed their intention to remove a child from school with a view to educating at home, we recommend that local authorities, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. This would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child and to ensure there is no safeguarding risk. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. Where a child has an Education, Health and Care plan local authorities will need to review the plan, working closely with parents. (Keeping Children Safe in Education KCSIE 2023 and 2024)
- 36. The United Kingdom has ratified the United Nations Conventions on the Rights of the Child (UNCRC), November 1989 which includes the right to be safe, the right to an education, the right to express their views and for due weight to be given to those views. Therefore, it is also helpful to gather the views of the child to understand their view for their education, as stated in the UNCRC and in the statutory guidance 'Listening to and involving children and young people' January 2014.
- 37. The DFE guidance for local authorities April 2019 states that schools must not seek to persuade parents to educate their child at home as a means of avoiding exclusion, resolving concerns with academic performance or because of poor attendance. This would be seen as illegal off rolling. It would be helpful if schools share a copy of this policy to enable parents to make an informed choice.
- 38. If the child is registered at a school as a result of a school attendance order, the parent must obtain the permission of the LA on the grounds that arrangements have been made for the child to receive suitable education otherwise than at school, before the child can be removed from the school's register and educated at home.
- 39. In the interest of the child if a parent reports to Stockport's EHE officer that they have been encouraged to remove their child from roll for the purposes of elective home education OR once EHE, the parent finds they are unable to fulfil the duties the child's previous school will be asked to take them back on roll. This will only be the case for the initial 15 days while the EHE officer makes all the statutory checks. This does not negate the parents right to apply for a place of their preference where a parent considers the relationship with the 'home school' has broken down.
- 40. Home education is not in itself a safeguarding concern. If the school has had concerns about a child, the expectation is that schools will have previously completed an Early Help or referred to MASSH. Schools will be asked to share with the Local Authority any recent concerns or risks they are aware of about the child that may impact on the suitability of home education.
- 41. Schools should retain the child's school file in line with their legal requirements. Parents may request a copy of this file in order to assist with planning their children's education.

STOCKPORT COUNCIL (LA) RESPONSIBILITIES:

- 42. Stockport Council has a statutory duty under Section 436 (A) of the Education Act 1996 to make arrangements to establish (so far as it is possible) the identities of children of compulsory school age in their area who are not receiving a suitable education.
- 43. Stockport Council, in partnership with other agencies, including social care and health, has a statutory duty to safeguard and promote the welfare of all children residing in Stockport under Section 175 (1) of the Education Act 2002 and under the statutory guidance 'Working Together to Safeguard Children (December 2023)
- 44. It is appropriate that parents and children choose a type of education that is right for them. It is equally important that EHE officers understand and are supportive of the many differing "ways of educating" that are all feasible and legally valid. The role of the EHE Team is to respond to concerns that a child is not receiving suitable education for his or her age, ability and aptitude and, where appropriate, to provide support and information for parents. It is not the role of the EHE Team to tell parents how to educate their children. Stockport Council has a statutory duty under Section 437(1) of the Education Act 1996 to intervene if it appears that a parent is not providing a suitable education to the age, ability, aptitude and special educational needs of the child. This section states that:
 - 'If it appears to a local authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education.'
- 45. Stockport Council has no legal power or duty to monitor home education on a routine basis, although it will make enquiries if it is not clear that a child is receiving suitable education. The council's role in relation to home education as part of its wider responsibilities, including safeguarding, to all the children in its area. If evidence of a suitable education is not received, then Stockport Council may then commence statutory action, including the issuing of a School Attendance Order (SAO), penalty notices and prosecutions.
- 46. Stockport Council is monitored by Ofsted, which looks at the systems that identify children who may not be receiving a suitable education and what steps they take to deal with this. Stockport Council will ensure that all officers who engage with home educating families have received appropriate information and training to understand EHE, have enhanced DBS checks and they consistently act in line with national and local guidance.
- 47. The Education Access Team monitors trends in EHE in a wider strategic context and has a key role in identifying any short comings in local school provision and in challenging schools to manage attendance and behaviour in an inclusive way.

EHE PROCEDURES:

Initial contact and assessment of suitability:

- 48. On receipt of an off roll / joint enquiry notification by the school an email will be sent to the parents with information packs about EHE and inform them an EHE Officer will be making contact.
- 49. As part of the off roll / joint enquiry, checks will be carried out to check any vulnerabilities. This will include reviewing any information on Liquid Logic EHM/LSC and synergy. If any concerns are found then the EHE officer will also make further enquiries to other professionals and any

- previous school/Early Years provision, to fully understand any concerns about the child's welfare or safeguarding.
- 50. An EHE Officer will make contact with the parents within 15-working days to introduce themselves, initiate a positive and constructive relationship with parents and ensure their understanding of, and capacity to fulfil, the duties they are assuming. If there are any concerns about the reasons the parents chose to EHE, then the EHE officer will contact the school for more information and inform parents of the outcome.
- 51. If the EHE offer is unable to make contact with the parent within the first 2 attempts a home visit will be discussed with a manager and completed, this may be completed with a school staff member or professional working with the family.
- 52. A check will be made on Synergy and the child's 'base' will be amended to EOTAS (Educated otherwise than at school). An EHE record will be created, which enables Stockport Council officers to record any involvement with the family. The EHE officer for the child will be recorded on Liquid Logic under Involvements / Key Agencies.
- 53. Parents are under no legal obligation to respond to these contact attempts, but the EHE officer will encourage them to do so, particularly if new to home education, to ensure understanding of the education duties being assumed by the parent and to improve chances of the child being returned to school if the parent finds they cannot meet the duties they would take on.
- 54. It is the policy of Stockport Council that it must be confident that a child is receiving a suitable and efficient home education. If on the initial contact the parents are unsure about the suitability of education and would like more time to show what they are providing is suitable, then a second contact will be made within an agreed timeframe.
- 55. Stockport Council has EHE officers to liaise with the parents/carers, to offer support and advice and to gather any relevant information to assist in reaching a properly informed view that education is suitable. Evidence could include discussion regarding parent's plans, a written report, telephone conversations, the child's views, samples of the child's work, information about educational settings attended and tuition sessions, a home visit or a meeting at another venue.
- 56. The EHE officer can offer a home visit or meeting at another venue. The aim of the visit/meeting is to build a positive and constructive relationship with parents/carers, to ensure that EHE is a positive choice and that the educational needs of their child are being met. Informal enquiries can include a request to see the child so that their views can be gathered and contribute to the assessment of suitability. Parents are not obliged to respond to Stockport's EHE officer enquiries or to accept a visit or to allow a Stockport LA officer to meet with their child. However, as stated in the DFE Parent Guidance
 - 'you should consider carefully the reasons for not doing so, what is in the best interest of your child, and what is the most sensible approach. If you do not do enough to satisfy the local authority about the education being provided at home, it [Stockport LA] may have no option but to conclude that the education does not meet the s.7 requirement'
- 57. It is the responsibility of all agencies and Stockport Family teams to report to the named EHE officer if they have any concerns about the safety and welfare of a child who is being home educated through contacting MASSH. If a professional believes a child is not receiving suitable education they must complete the Child Missing Education Notification to inform the EHE Officer and allow for any necessary enquiries to be completed.

58. For many Stockport families who home educate, EHE is suitable, and they continue to home educate for as long as they feel it meets the needs of their child. The child's name remains on the EHE database, and an EHE officer is allocated as the main contact for the family.

EHE suitable

- 59. If EHE is suitable, Stockport Council will make arrangements to ensure it carries out its statutory duties in relation to children educated at home. During the initial conversation they will gain consent to share information to other services and if appropriate, information will be cascaded to the School Nursing Service who can provide information and support to parents who home educate. Information about exam centres where home educated children can sit GCSEs will be provided and in line with the legislation around Raising the Participation Age (RPA) information will be provided for parents and children advising them of their options and responsibilities for post 16 education provision, when they approach school leaving age.
- 60. Every 12 months a parent will receive an email requesting evidence of education. Evidence could include parent's plans, a written report, the child's views, samples of the child's work, information about educational settings attended and tuition sessions. There is also the opportunity to have discussions with the EHE Officers during homes visits and telephone conversations. This evidence will be reviewed in a EHE Learning Panel once a month which includes members of the EAS team and volunteers from the Education Inclusion Team. The panel will be held on the second Tuesday every month.

EHE unsuitable and when a formal notice is required

- 61. During the initial conversation if there are indications that the family feel there was no alternative option or that Stockport Council feel it is clear that the child will not receive suitable education the EHE officer will discuss the education options for the parent. More time can be given for the parent to demonstrate effective and suitable education, this will be agreed with the parent and EHE officer. However, if the decision is that the child needs to return to school, they will return to school following the outcome of the off roll / joint enquiries. If this is within the first 15 school days they need to continue to attend their current school, otherwise an application for another school place will have to be made.
- 62. Within the yearly checks, parents will receive written notification if Stockport Council considers that suitable education is not being provided, specifying the grounds for concern and any reasons for concluding that provision is unsuitable.
- 63. Should concerns be raised at a later time, parents will have the opportunity to address the identified concerns and provide further evidence to the EHE officer within 7 working days, or other mutually agreed timeframe. If, after this the education is still not considered suitable, the child will be moved from EHE to CME (Child missing Education). Stockport Council will identify suitable provision for the child through an application for a school place and may need to use a School Attendance Order to do this.
- 64. Following the Attendance Regulations, if the parent fails to register the child at the school which has been offered, they may receive formal notice that a school attendance order (SAO) will be served. This step will only be taken if all reasonable steps have been taken to resolve the situation. At any stage during the process, parents may present evidence that they are now providing suitable education and can apply to have the order revoked.
- 65. EHE will not be re-assessed within six months of an unsuitable decision except in exceptional circumstances.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES (SEND)

- 56. If a child has special educational needs the role of the LA is more complicated. Under Section 7 of the Education Act 1996 parents have the right to educate children, including children with SEN, at home. It remains the duty of Stockport Council to ensure the child's special educational needs are met if they have an EHCP. Stockport Council will not assume that because the provision being made by parents is different from that which was being made or would have been made in school, that the provision is necessarily unsuitable. However, in some cases, it may conclude that elective home education does not meet the child's needs.
- 57. In cases where the EHC plan gives the name of a school or type of school where the child will be educated and the parents decide to educate at home, the local authority is not under a duty to make the special educational provision set out in the plan provided it is satisfied that the arrangements made by the parents are suitable. However, it may be appropriate, to request an EHCP review to ensure all education alternatives have been looked into, before a decision to EHE is made.
- 58. If a child is on the roll of a special school the child's name may not be removed from the school register without the Stockport SEND Team's consent. Consent will be provided when the education provided by parents is reviewed as being appropriate.
- 59. Under SEND arrangements, and in line with DFE guidance, Stockport Council will carry out annual reviews for all children with EHCPs, including those who are home educated. Parents will be invited to the review by Stockport Council's SEND officer, together with representatives from other agencies e.g. Health, Social Care that the council deems appropriate. Where the local authority has decided that the provision is appropriate, it should amend the plan to name the type of school that would be suitable but state that parents have made their own arrangements under Section 7 of the Education Act 1996. If Stockport Council decides to maintain an EHCP, it would be expected that this would cease when the child reaches the end of compulsory school age, the final Friday in June of the academic year they turn 16 years old.
- 60. Local authority duties under section 22 of the Children and Families Act 2014, do not extend to assessing every home educated child to see whether or not they have SEN. However, a parent who is educating their child at home may ask Stockport Council to carry out a statutory assessment of their child's special educational needs. Stockport SEND Team will consider the request within the same statutory timescales and in the same way as all other requests.

 Applying for an EHCP

SAFEGUARDING:

- 61.All professionals should remember that elective home education as a parental choice is not of itself a risk to children. We have to be concerned about the extent to which already vulnerable children are further compromised where this is assessed to be the case.
- 62. Stockport Council's Education Access Team, in partnership with other agencies, including Social Care and Health, has a statutory duty to safeguard and promote the welfare of all children resident in the borough under Section 175 (1) of the Education Act 2002 and under the statutory guidance 'Working Together to Safeguard Children', updated July 2022. Stockport Council monitors trends in EHE in a wider strategic context and has a key role in identifying any short comings in local school provision and in challenging failures by schools to manage attendance and behaviour properly.
- 63. The EHE Team and all Stockport Family officers will follow Stockport Safeguarding Children's Partnership safeguarding procedures and work collaboratively with Children's social care, health

and other professionals to proactively safeguard and promote the welfare of children. In the event of any concerns about the safety and welfare of a home educated child, children's services will 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. Any concerns should be escalated promptly. Records of any safeguarding related discussions will be recorded using liquid logic to ensure other professionals working with a child has access to safeguarding information.

- 64. The EHE Team follow the guidance set out in Section 8 of the DFE Guidance for LA's: That recognises that *some parents who educate at home are doing so on the basis of safeguarding the child from risk in the school system (eg through serious bullying)*It also states that 'unsuitable education can be a form of educational neglect and can impair a child's intellectual, emotional, social or behavioural development'. It advises that LAs 'should approach all cases where the suitability of EHE is in doubt using their powers' in the 1996 and 1989 Acts. An example of Case Law is given where lack of suitable education has amounted to significant harm. It also advises LAs to consider employing powers under part 5 of the Children Act if unable to gain sufficient information to determine whether the significant harm threshold has been met.
- 65. Stockport Council EHE officers will liaise with Stockport's Multi-Agency Safeguarding and Support Hub (MASSH) where there is uncertainty about the welfare of a child or young person. The EHE officer will explain the reasons for any welfare concerns to the parents in accordance with referral procedure, unless where there is a significant reason not to.
- 66. Where there is ongoing lack of response from a parent, including after an attempted home visit to confirm the child's wellbeing, the EHE officer will liaise with relevant services to confirm if the family are known to have changed address and, if the family is believed to still reside at the address on record, work with services to ensure the child is safe and well.
- 67. Children with no current social care involvement will be visited or updates on progress requested on an annual basis or more frequently if deemed appropriate. Circumstances where more frequent visits or updates on progress requested would be needed include
 - concerns regarding the quality of education provision
 - refusal to cooperate with EHE process regarding suitable education evidence
 - refusal to cooperate with EHE process re safe and well checks on children. In this circumstance the police will be asked to check on the safety of the child.
 - Where a child has an Education Health and Care Plan (EHCP) or a request has been submitted to assess Special Educational Needs (SEND)

Children in our Care:

- 68. If a child is looked after, Stockport Council would not expect the child to continue to be home educated. Advice will be sought from Social Care and from the Virtual School Head for children in care. In cases where a child is home educated and enters the care of Stockport Council, the Virtual School Head will work with the parents/carers and the allocated social worker to identify an appropriate school to meet the child's needs.
- 69. The only exceptions to this will be if the care is respite or temporary and the child's home education has previously been deemed appropriate. In these circumstances agreement must be reached with the Independent Reviewing Officer (IRO) at a PEP review or care planning meetings and must be formally recorded in the minutes.

Children subject to a Child Protection Plan

- 70. If a child is on a Child Protection (CP) plan, Stockport Council will need to review whether home education is a suitable and a safe option for the child.
- 71. For children on a child protection plan, and if during the course of this plan the parent wishes to home educate their child, the social worker, EHE worker and other professionals will work collaboratively to share information about the nature of the risks. The EHE team should be invited to attend the next multi-agency core group meeting to gather further information to aid their decision-making. Schools will be asked to continue to support the child's education while there is an assessment completed by social care and the EHE team. The assessment will determine if the home environment is suitable for the child to be able to assess 'effective and suitable' full time education.
- 72. For children who are already home educated, and a decision has been made to proceed to Initial Child Protection Conference (ICPC), the EHE team will be invited to the ICPC, again to gather further information to aid their decision-making.
- 73. If, in either scenario, it is deemed not suitable then Stockport's EHE officer and allocated social worker will support parents to return the child or young person to their school or apply for a new school place. If a new school placement is needed, prior to starting on a school role, the allocated social worker and EHE team will secure an appropriate schedule of visits to ensure the child is safeguarded in the absence of other professional and school involvement.
- 74. Where an appropriate school is available and the parent does not provide evidence of an in-year application, Stockport Council will issue a formal notice under section 437 of the Education Act 1996.
- 75. This notice indicates Stockport Council's intention to formally order the parent to register the child at a school. It will identify school(s) deemed suitable and allow the parent 10-working days to make an in-year application or propose alternatives. If the parent does not respond, or does not make satisfactory arrangements elsewhere, Stockport council may issue a SAO in accordance with its stated intention.
- 76. Failure to comply with a SAO is a criminal offence for which the parent(s) can be issued with a penalty notice or prosecuted in the Magistrates' Court.
- 77. Where no suitable schools with available places can be identified, the allocated Social Worker will ensure that the Child Protection Plan will include increased home visits to regularly check that the child is safe whilst not in education. In such cases, the Stockport Council Education Access Team Senior Officer will notify the relevant Chair of the Primary or Secondary Fair Access Panel (FAP) and ensure the child is presented for a school place at the next meeting.

Child in need

- 78. If a child is subject to a Child in Need (CIN) plan, at the point of parents deciding to home educate or a plan is initiated, whilst being home educated, the allocated social worker and EHE officer will discuss the child's education with the parents and consider if home education is appropriate. If it is deemed appropriate the allocated social worker and EHE officer will secure an appropriate schedule of visits to ensure the child is safeguarded. If there is any change to the home circumstances or level of risk then the social worker must inform the EHE team. The EHE team may wish to attend a Team Around the Child (TAC) multi-agency meeting to gather further information and parental consent will be required for this.
- 79. This means that local authorities may consider using their safeguarding powers in cases where lack of education is deemed as impairing a child's 'physical, intellectual, emotional, social or behavioural development'.

PROCESS DISAGREEMENTS AND COMPLAINTS:

- 80. If parents disagree with the LA officer's decision that elective home education is unsuitable, they will have the opportunity to present further evidence. Parents should supply this in writing within 15 days of the LA's letter.
- 81. The additional evidence will be reviewed by a senior officer who has had no prior involvement, The final decision will be communicated to the parents in writing.
- 82. There are 3 possible outcomes:-
 - Recommendation to allow parents more time in which to provide evidence of suitability
 - Original decision upheld
 - Original decision overturned
- 83. If EHE is subsequently deemed to be suitable, the child will be moved back to EHE and a named officer will maintain contact.
- 84. If the original decision is upheld, the processes for arrange a school place will continue to be followed and an offer of a school place will be made.
- 85. If the parent subsequently fails to register the child at the school which has been offered, a fine may be issued and/or a school attendance order (SAO) may be served under the Attendance Regulations.
- 86. This step will only be taken if all reasonable steps have been taken to resolve the situation. At any stage during the process, parents may present evidence that they are now providing suitable education and can apply to have the order revoked.
- 87. Stockport Council has a Corporate Complaints Team who are responsible for dealing with any concerns or complaints about LA services.

FURTHER INFORMATION

Stockport Council's Education Access Team will provide support in the form of:

- Discussing the implications of elective home education with parents so they may make an informed decision to leave or enter the school system
- Signposting parents to resources and services and advising on examinations
- Publishing information that is clear, accurate and sets out the legal position, roles and responsibilities of both the local authority and parents
- Producing and providing accurate written records of engagement with parents and children
- Promoting positive relationships with elective home education families based on mutual understanding, respect and trust in order to safeguard the educational interest of children
- Referring to other agencies, such as Family Wellbeing and school nursing for support
- An annual networking opportunity relevant to the child's primary or secondary education phase or special educational needs status
- Careers guidance interviews for children in academic year 11, to support an informed decision on career goals and available post-16 education pathways.

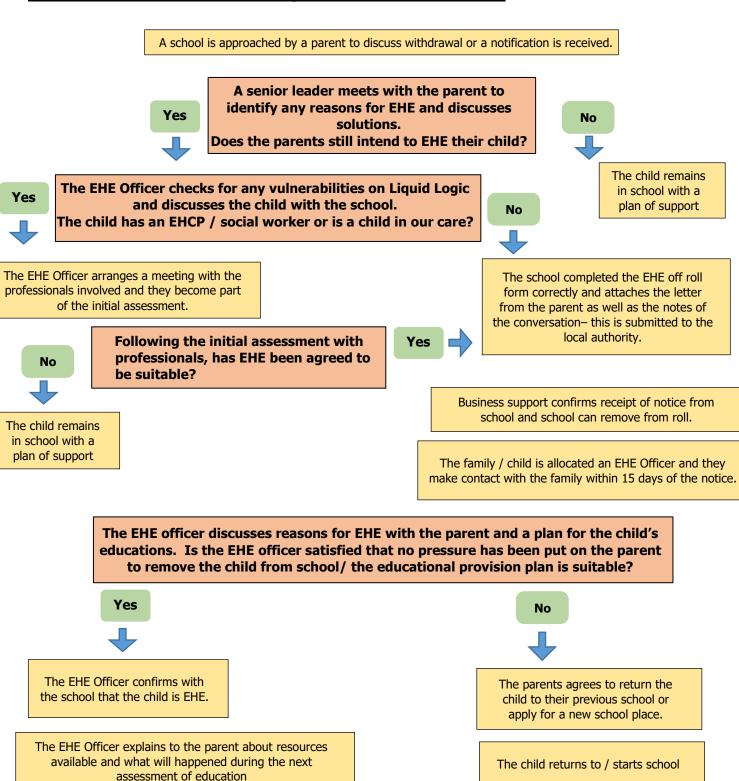
If you have any further comments of queries about Stockport Council EHE policy and process, please contact the Education Access Team on 0161 474 3805 and eas@stockport.gov.uk

APPENDICES

No	Description	Intended For
Appendix 1	Process for a child on school roll prior to withdrawal	Schools
Appendix 2	EHE information and notes for Parents - Frequently asked questions - DFE guidance for parents	Parents
Appendix 3	Initial Letter to parents	Parents
Appendix 4	Letter for Annual Check	Parents
Appendix 5	Reminder Letter for updated evidence	Parents
Appendix 6	Process to progress a case for EHE when the family do not engage with professionals	Professionals
Appendix 8	Process to escalate to an SAO for unsuitability for EHE	Professionals
Appendix 10	School Attendance Order process for children with a social worker	Professionals

APPENIDX 1:

Process for a child on school roll prior to withdrawal to EHE



STOCKPORT METROPOLITAN BOROUGH COUNCIL

APPENDIX 2:

ELECTIVE HOME EDUCATION - FREQUENTLY ASKED QUESTIONS Introduction

The following is a collection of questions raised by families when considering elective home education to assist you in making an informed decision about whether home education is an appropriate alternative for your child(ren).

Q. Does my child have to attend school?

The responsibility for a child's education rests with their parents. In England, whilst education is compulsory, school is not.

The Education Act 1996 states that parents have a duty to secure an efficient full time education for their child, suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school or otherwise.

In Stockport most parents carry out this duty by ensuring their child attends school. However, for a variety of reasons, a small number choose to educate their child(ren) themselves, that is to 'educate at home'. Parents may decide to home educate their child from a very early age and so the child may not have been previously enrolled at school. They may also elect to home educate at any other stage up to the end of compulsory school age. The law requires a child to be educated from the start of the school term following their fifth birthday until the last Friday in June in the school year in which the child reaches sixteen.

Q. What is 'efficient', 'full-time', 'suitable' education?

<u>Efficient</u> is not defined in the Education Act 1996 but has been broadly described in case law as an education that "achieves that which it sets out to achieve".

<u>Full-time</u> is not defined in law. Children attending school normally have around five hours of tuition a day for 190 days a year, spread over approximately 38 weeks. Home education does not have to mirror this, but parents should be able to quantify and demonstrate the amount of time their child is being educated.

<u>Suitable</u> means suitable to the age, ability and aptitudes of the child, and any special educational needs they may have. This means that it must be age-appropriate, enable the child to make progress according to their particular level of ability, and should take account of any specific aptitudes.

Q. If I decide to home educate my child(ren), what does that mean?

Children, whose parents elect to educate them at home, are not registered at mainstream schools, special schools, independent schools, academies, Pupil Referral Units (PRUs), colleges, residential unit with educational facilities or education facilities provided by independent fostering agencies. Parents retain the duty to ensure their child receives efficient full-time education, suitable to his/her age aptitude and ability, and to any special educational needs he/she may have. They assume financial responsibilities for their children's education, including bearing the cost of any public examination and assessment of work by an accredited person.

Q. What if my child has an Education Health Care Plan (EHCP) or attends a special school?

Parents' rights to educate their child (ren) at home applies equally where a child has SEN irrespective of whether the child has an EHCP or not. They retain the responsibility to ensure their child receives efficient full-time education, suitable to his/her age aptitude and ability, and to any special educational needs he/she may have. However, where a child attends a special school, the consent of the local authority (LA) is required before the school can remove the child's name from

the register. The LA may ask for more information and should provide good reason if refusing consent.

The LA retains the duty to ensure the child's needs are met and to arrange the provision specified in the EHCP, unless the child's parent has made suitable provision, for as long as the EHCP is maintained.

Q. My child's school is putting pressure on me to make a decision to electively home educate. What should I do?

Pressure should never be put on you as parents by a school to remove your child from a school to avoid formal exclusion, or because your child is having difficulty with learning, behaviour or attendance. This practice is known as 'off-rolling' and is very serious. If pressure of this sort is put on you by your child's school, you should inform the LA's Elective Home Education Coordinator.

Q. If I decide to home educate my child (ren), what should I do?

In the main, parents are not required to seek approval from the LA to educate their child at home (except where the child attends a special school). First contact between the LA and home educators often occurs when parents approach the school at which the child is registered to inform it of their decision to home educate. If possible, parents should attempt to speak with the headteacher at the school: in any event it should be confirmed in writing. Whilst parents have no legal duty to inform the LA directly of the withdrawal of a child, they are encouraged to do so as it would help in keeping track of those children and young people who are being educated at home and enable families to access information and guidance.

Q. What happens next?

Following written notification by parents, and in compliance with Pupil Registration Regulations, the school must delete the child's name from the Admissions Register and advise the LA, without delay, of the child's details and the grounds upon which their name is to be deleted from the register. This notification should be copied to the parents.

If a child is registered at a school as a result of a School Attendance Order, the parents must ask the LA to revoke the order before the child can be removed from the school's register and educated at home.

Q. What are the parent's responsibilities once their child' name has been removed from the school roll?

Parents are required to provide an efficient, full-time education suitable to the age, ability and aptitude of the child for as long as they are being educated at home. The type of education activity can be varied and flexible. Home educating parents are not required to:

- teach the National Curriculum,
- provide a broad and balanced education,
- have a timetable,
- have premises equipped to any particular standard,
- set hours during which education will take place,
- have any specific qualifications,
- observe school hours, days or terms,
- give formal lessons,
- mark work done by their child,
- formally assess progress or set development objectives, reproduce school type peer group socialisation, match school-based, age-specific standards.
 - There are many, equally valid approaches to educational provision and there is a reasonable expectation that the provision includes the following characteristics:

- consistent involvement of parents or other significant carers it is expected that parents or significant carers would play a substantial role, although not necessarily constantly or, actively involved in providing education,
- recognition of the child's needs, attitudes and aspirations,
- opportunities for the child to be stimulated by their learning experiences,
- access to resources/materials required to provide home education for the child such as paper and pens, books and libraries, arts and crafts materials, physical activity, ICT and the opportunity for appropriate interaction with other children and adults.

Some parents may decide to teach the child themselves, or make arrangements to plan and teach in small groups with other local families who are involved in home education (bearing in mind that the provision of full-time education to 5 or more school-age children or at least one who has an EHCP or is looked after by a LA would require registration as an independent school). Alternatively, the family may elect to pay for private tutors. However, it is the responsibility of parents to ensure that tutors/teachers are suitably qualified and have the required and up to date Disclosure and Barring Service (DBS) check.

Some home educators have a timetable showing the planned activities over a period of time. Others may prefer to follow a less 'defined' plan, where the specific interests of the child, for instance, are followed.

Whatever method is used it is up to the parent to demonstrate that the programme of work is helping the child to learn and that the child is developing according to his/her age, ability, aptitude and any special needs he/she may have. The interest of the LA is in establishing that suitable education is taking place, rather than endorsing a particular method.

O. Do I have to follow the National Curriculum?

No. The National Curriculum applies only to maintained schools. However, you may wish to maintain some awareness of its content as it can provide a learning framework, especially if you intend at some stage to return your child to state education or, pursue more formal qualifications such as GCSEs.

The Core subjects of the National Curriculum are: English, Maths and Science. Other subjects are: History, Geography, Technology, Art, Music, Drama, Physical Education, a Modern Foreign Language (from 11 years old) and Religious Education (unless parents/carers exercise their right to withdraw a child). A copy of the National Curriculum is available here:

https://www.gov.uk/government/collections/national-curriculum

Q. What if I am not a qualified teacher?

You do not need to have formal qualifications or be a teacher to educate your child at home. Qualities such as patience, enthusiasm and flexibility are valuable too.

Q. What are the Local Authority's responsibilities once a child's name has been removed from the school roll?

Parents have the right to educate their child (ren) at home; however, under Section 437(1) of the Education Act 1996, local authorities have a duty to intervene if it appears that parents are not providing a suitable education. This section states that:

"If it appears to a local authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within a period specified in the notice that the child is receiving such education".

In order to comply with this duty, it is common practice for LAs to establish a program of annual meetings with parents/carers to support them with regards their responsibilities in providing a suitable education.

If, after careful consideration of the information presented, the home education officer is not satisfied that a suitable education is being provided, further support may be offered with the aim of helping parents overcome the difficulties within a mutually agreed time scale. This includes seeking any further information that they wish to provide which explains how they are providing a suitable education.

If, ultimately, the LA still considers a child is not receiving a suitable education, then it has a duty, under section 437(3) of the Education Act 1996, to issue a School Attendance Order. This will require a parent to send their child to a school named in the Order and failure to comply with the Order is an offence. Please note that at any stage during the issuing of such an Order a parent can present evidence to the LA that suitable education is being provided and apply to have the Order revoked.

Q. Can my child attend school part-time?

In Stockport children generally attend school full-time, except in exceptional circumstances. Parents can ask a school to consider 'flexi-schooling' which is a perfectly legal, however such an agreement is at the discretion of the Headteacher at the school as the responsibility for the delivery and assessment of the National Curriculum would remain theirs. Flexi-schooling is often viewed by parents as an attractive alternative to full time schooling but there are many issues to consider. For further discussion / advice you can contact the Elective Home Education Coordinator.

Q. What if I decide to home educate then change my mind?

You can seek a place in a school at any time during the school year.

In Stockport, under the Secondary Fair Access Protocol, a child that has been on roll at a Secondary School in Stockport will automatically be reallocated a place at that school when reapplying to return to school. This is not currently the case for primary-aged pupils. If you remove your child from a primary school roll and then reapply for a place, there is no guarantee you will be offered a place at the same school.

Q. What if I move house?

Please notify the Elective Home Education Coordinator of any changes to your child's circumstances that you feel are important, particularly if you are moving to a different local authority area.

Q. Are there any other things I may need to consider?

The decision to electively home educate your child is a major step for both parents and children. The following are things you might wish to think about:

- When considering whether to remove your child's name from a school roll, find out as much information as you can first, and speak to the Elective Home Education Coordinator in the LA. This will support you to make an informed choice,
- If you are considering elective home education because on an ongoing disagreement with your child's school, you should attempt to seek resolution through the headteacher and Chair of Governors as part of the school complaints procedure. The LA's Complaints Resolution Service may be able to offer advice and support with this. They can be contacted on 0161 474 3895 / 218 1581, talktous@stockport.gov.uk,
- The change to being electively home educated will be a big step for your child too: encourage them with lots of praise as a parent/carer you have tremendous power and responsibility to strengthen your child's confidence, which is vital to learning,
- There are many reasons why parents elect to home educate their child (ren). However, it is may not be successful if used only as a short-term measure to combat poor school attendance or other issues in school,
- Make use of your local library,
- Keep a look out for special events and services across the borough,

- Make use of museums, art galleries: children now have free admission in many places,
- Consider the kind of learning environment/opportunities are you able to provide your child.

Checklist – what do I need to check before reaching a decision? - your child is positive about the suggestion,

- you are convinced it is the best course of action for your child,
- you have the time to devote to your child's education,
- you can ensure your child has access to appropriate resources,
- you can provide a suitable working and learning environment for your child,
- there are opportunities for physical exercise,
- social experiences with other children and adults are provided.
- It is good practise to ensure your child has at lease 20 hours of learning a week.

Support and Resources - For further information contact:-eas@stockport.gov.uk
Education Access Service
0161 474 3805



APPENIDX 3:

Stockport Family

Town Hall, Stockport SK1 3XE

Date:

Dear xxxx

Elective Home Education – Initial Letter

I understand that you have made the decision to educate your child/ren at home and I am writing to explain what happens next.

If you have not already done so, please register online following this link XXXXXXXXX and fill in the online form 'Tell us how you will provide education for your child/ren'.

You will also find a copy of Stockport's policy that explains the process and responsibilities of Stockport Council and some of the questions parents often ask about home education, a list of useful contacts and details of websites and resources - supplied by the home education community in Stockport.

Once you have completed the registration process to start home educating, one of our EHE officers will make contact with you. This will give you the opportunity to illustrate your individual approach and highlight the good work you are undertaking with your child. This is a positive way to discuss 'what's working well'.

If we have established that education is underway and satisfactory, we will then be in contact annually for an update. If there are any concerns on either side, we will discuss these with you and agree any interim visits needed throughout the year. In all cases, we want to work with you to make home education work, if that is what is best for your child.

I look forward to hearing from you.

Yours sincerely,

XXXXXXX



APPENIDX 4:

Stockport Family

Town Hall, Stockport SK1 3XE

Date:

Dear xxxx

Elective Home Education – Annual Check

According to our records, your daughter/son xxxxxx is being educated at home.

In line with the Department for Education's Elective Home Education guidance documents, I am contacting you to enquire about the education you are providing for xxxxxx. The guidance documents state that the local authority has a statutory duty (under s.436A of the Education Act 1996) to make arrangements to enable it to establish children in its area who are not receiving a suitable education. To fulfil this duty, local authorities are entitled to make informal enquiries of parents to establish the current suitability of the education provided and this should ordinarily be done on at least an annual basis.

The DfE guidance documents for both parents and local authorities can be found at the following web address:

https://www.gov.uk/government/publications/elective-home-education

I would like to make arrangements for a member of our team to visit you and xxxxx at home to carry out this check. Parents are under no legal obligation to agree to such a meeting, but we have found it to be the most straightforward way of assessing suitability of education in one visit. Please telephone 07976 584981 or email eas@stockport.gov.uk to let me know of a convenient date/time, or alternative plans if you would prefer us not to visit you at home.

Please be assured that Stockport Council absolutely supports the right of parents to take responsibility for the education of their children and it is not our intention to return children to school through the visit/check process unless requested by parents or in the small number of cases where we are not satisfied that suitable, full-time education is being provided.

I look forward to hearing from you. Yours sincerely,

XXXXXXX



APPENIDX 5:

Stockport Family

Town Hall, Stockport SK1 3XE

Date:

Dear xxxxxxxxx,

xxx Name of child xxx - Elective Home Education

According to our records, your child xxxxxxx is educated at home. We have written to you a few times requesting an update and evidence of their education provision; however we have received no response.

In line with the Department for Education's Elective Home Education guidance documents, I am contacting you to enquire about the education you are providing for xxxxx,

The guidance documents state that the local authority 'has a duty under s.436A to make arrangements to find out so far as possible whether home educated children are receiving suitable full-time education'

Stockport Council fully supports the right of parents to elect to educate their child at home. We understand that parents choose to do this for many different reasons and that this education may take various forms. We do not expect children to be following the National Curriculum, be working towards exams, or following a timetable that in any way replicates education at school.

Our preferred way of enquiring about education at home is to meet you informally to discuss the education you are providing, either by visiting you at home or meeting at another venue. We understand however that many home educating parents do not want to meet with us and would prefer to send us evidence, for example in the form of a report.

Please contact me to arrange a home visit or email me with information and evidence of the education you are providing by xxxxxxx.

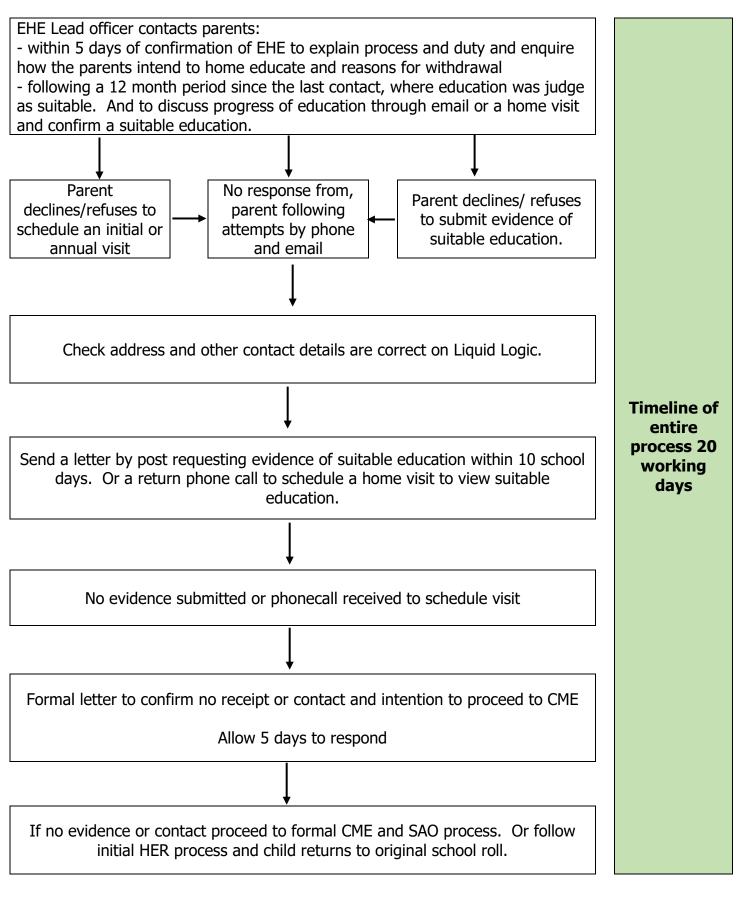
Please do not hesitate to contact me on 07976 584981 if you wish to discuss further.

Yours sincerely

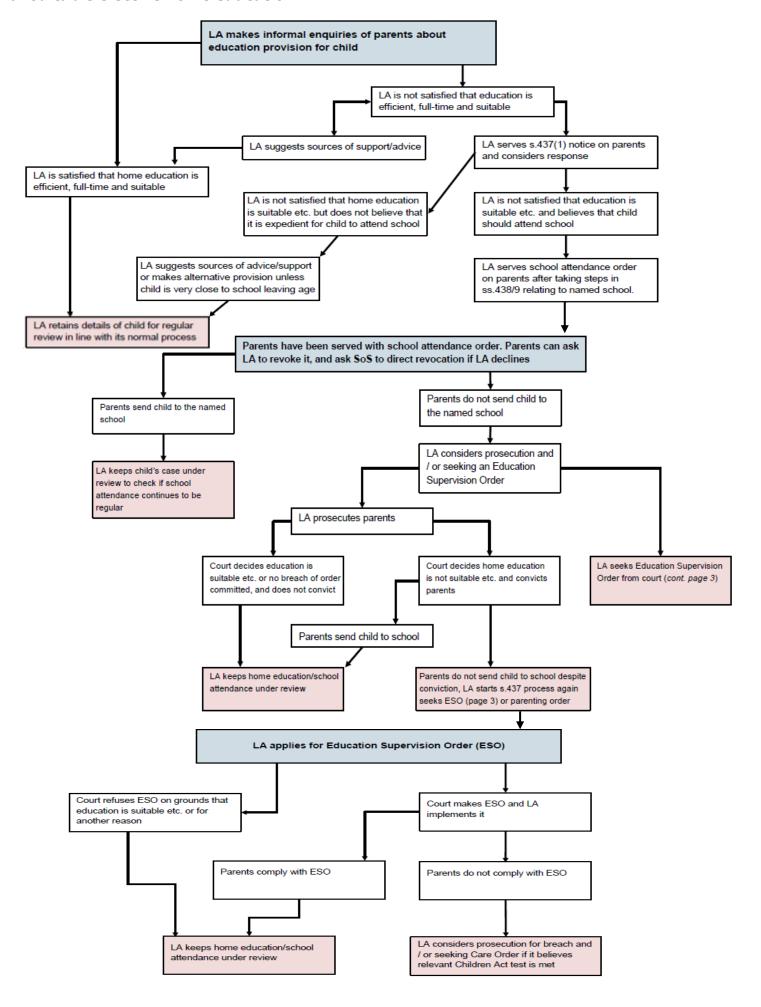
XXXX

Joanne Jamieson Education Welfare Officer – Elective Home Education

APPENDIX 6: Process to escalate a case when EHE family does not engage with professionals



APPENDIX 7: Process to escalate to School Attendance Order (SAO) for EHE/CME for unsuitable elective home education



Appendix 8: School Attendance Order (SAO) for children with a social worker

SAO statutory timescales

Serve Section 437 (1) Notice on family, this moves from informal inquiry to formal inquiry in relation to education provided by parent. Parent has 15 days from date of notice in which to respond. Allocated social worker to be given copy of notice for their records.

Within the scheduled 15 day period the social worker will complete a statutory 10 day visit. Parents intentions in relation to education to be discussed at this visit and a reminder given in relation to taking action as related in the notice

Parent may submit evidence in relation to the education they are providing. This will be assessed in the context of safeguarding.

If unsuitable or if the 15 days have expired without response alert Admission Team by email (in writing) to approach all schools who are within reasonable distance and have vacant spaces in the relevant year group. This will determine which school to consult and name in the School Attendance Order. If there are no schools within a reasonable distance, with a vacancy then Fair Access Protocol will apply as an unplaced child

Working with the Admission Team identify an appropriate school and send letter SAO2a

If within 5 days the school refuse to admit send SA02b

If there is no response from school within 5 days of sending SA02b, serve SA03 (this can only be sent following confirmation that the school are willing to accept the child on roll or alternatively 5 days have passed without the school stating they will apply to Secretary of State) to family.

If, within 15 days following the SA03 letter being sent, the parent fails to register the child at a school, the LA will issue SA04 the formal SAO

The family has 15 days to comply with the order. Should they at this point not comply, the LA will consult legal regarding prosecution of parents or seeking an Education Supervision Order (ESO)

