Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

Elective Home Education (EHE) Policy 2025-2026

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1.Rationale

This policy has been written with due regard to the DfE document, Elective Home Education: Departmental Guidance for Local Authorities, April 2019 and Elective Home Education: guidance for parents (April 2019).

The policy document sets out:

- An overview of the legal responsibilities and expectations of all those who elect to take full and financial responsibility for the education of their child.
- Procedures for identifying all children who are being electively home educated.
- The safeguarding procedures in place to ensure that electively home educated children are not at risk of abuse, neglect, or exploitation and which help us to ensure that the rights of the child/young person are protected.

The policy applies to those children whose parents have chosen to educate their children otherwise than at school.

We aim to review this policy every year or following changes to legislation or Government guidance.

2. Introduction

Throughout this policy, 'parents' should be taken to include all those with parental responsibility, including guardians and care givers.

Elective home education (EHE) is a term used to describe a choice by parents to provide full-time, suitable education for their children at home - or at home or otherwise - instead of sending them to school.

EHE would not include education provided by the Local Authority (LA) otherwise than at a school, for example, tuition for children who are too ill to attend school.

EHE is different to flexi-schooling arrangements, which are arranged and agreed at the discretion of the headteacher of the child's school as pupils remain on the school registration roll.

EHE is different from 'home-schooling' or 'remote learning' (e.g. during the pandemic), when learning materials and online tuition was provided by the school.

Telford and Wrekin Council has a duty under section 436A of the Education Act 1996 to make arrangements to identify the children in their area who are not registered pupils at a school and who are not receiving a suitable education.

This duty relates only to children of statutory school age. (Starting school and leaving school)

Sections 10 and 11 of The Children Act 2004 places a statutory duty on all LAs to cooperate with each other, to improve the safety and wellbeing of children resident within their area. These principles underpin this policy and there is an expectation that all agencies and professionals will work together and with parents to ensure that all children are kept safe and receive an appropriate education.

The Data Protection Act 2018 and General Data Protection Regulation (2018) provide a framework to ensure that personal information is shared appropriately.

The general duties of local authorities in relation to safeguarding are the same for all children, however they are educated. For example, a failure to provide suitable education may satisfy the threshold requirement contained in section 31 of the Children Act 1989, specifically that 'the child concerned is suffering, or is likely to suffer, significant harm'.

Further information about safeguarding responsibilities can be found in **Section 9** of this policy.

3. Legal Requirements

The Education Act 1996, Section 7 states that:

> '*the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to a) his/her age, ability, and aptitude b) any special educational needs he/she may have either by regular attendance at school or otherwise*.'

This means that the responsibility for children's education rests with the parents. In England, education is compulsory, but school is not.

A child is of compulsory school age at the beginning of the 1st term after their 5th birthday. A child continues to be of statutory school age until the last Friday of June in the school year that they reach the age of sixteen.

The LA acknowledges the legal right of parents to educate their children otherwise than at school. The LA recognises that this is a significant commitment and therefore aims to develop positive and supportive relationships with parents based on trust and mutual respect, working together to ensure the best educational outcomes for the child.

The law is set out in the European Convention on Human Rights and the Education Act 1996. Sections 437 to 443 of the Education Act 1996 place a duty upon local authorities to take certain actions, if it appears that a child is not being suitably educated:

> '*If it appears to a Local Education Authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education.*' Section 437 (1)

Telford and Wrekin Council believes that every child and young person in receipt of Elective Home Education should have the right to a broad, balanced, and appropriate curriculum experience that is stimulating and challenging and enables them to achieve their full potential.

> An 'efficient' and 'suitable' education is not defined in the Education Act 1996 but 'efficient' has been broadly described in case law as an education that

> ‘achieves that which it sets out to achieve’.
>
> A ‘suitable’ education is one that ‘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 years to adopt some other form of life if he wishes to do so’.

If a child is not attending school full-time, the law requires the Local Authority to enquire about the education which is being provided by parents. Where parents fail to respond to these reasonable enquiries, the Local Authority will assume that no suitable education is taking place.

4. Parental Rights and Expectations

4.1 Defining who is a parent

It is important that schools and local authorities are aware that parents may be recognised differently under education law and under family law. Section 576 of the Education Act 1996 states that, in relation to a child or young person, a ‘parent’ includes any person who is not a parent (from which can be inferred ‘biological parent’) but who has parental responsibility for or care of the child.

For the purposes of education law, the Department for Education (DfE) considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, a guardian or other relative
- any person who, although they are not a biological parent and do not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if the child lives with them either full or part time and they look after them, irrespective of what their biological or legal relationship is with the child. This is set out in the DFE Guidance Understanding and dealing with issues relating to parental responsibility - GOV.UK

4.2 Parental right to Electively Home Educate

Parent (s) may decide to exercise their right to home educate their child and not enrol their child at school. They may also elect to home educate at any stage up to the end of statutory school age.

The Department for Education (DfE) strongly recommends that parents think carefully about EHE before they withdraw their child from a school. This is particularly relevant for those who are in Year 11 and those who have already turned 16 prior to the deregistration. In these circumstances, it is recommended that parents seek appropriate advice and guidance regarding any impact to child related benefits should they continue to Elective Home Educate post 16.

All maintained schools and academies within Telford and Wrekin will invite parents and other professionals, including SEND officers, support workers and mental health practitioners, if appropriate, to attend a fully supportive Multi-Agency Meeting (MAM) if they become aware of parent's intentions to EHE. A review is currently taking place regarding the Multi-Agency Processes.

There are a range of organisations who can provide advice and guidance to parents regarding elective home education provision.

If the child is on a school roll, then parents **must** notify the Head Teacher in writing if they wish to remove their child from roll to EHE. The Local Authority **are not** legally able to remove a child from a schools roll to become Elective Home Educated.

If the child is on roll at a specialist provision, named in their education, health, and care plan (EHCP), parents **must** seek approval from the Local Authority before they are removed from roll. A meeting will be arranged to review the EHCP in light of parents' request to EHE. This will be discussed in more detail through the MAM with input from SEND officers.

If parents are allocated a school place for their child during transition periods (Reception, Infant to Junior or Primary to Secondary) or through admissions as an In Year Application, and they wish to decline the place and choose to Elective Home Educate, parents **must** notify Admissions admissions@telford.gov.uk and the EHE team EHE@telford.gov.uk .

If parents already educate their children at home and move into Telford and Wrekin, parents **should** notify the EHE Team of the following:

- The child's full name, date of birth and current address within the LA.
- The date that education at home started or will start
- The date resident within the LA
- Details of any special educational needs (SEN), if appropriate
- The name of the last school or the name of the LA where they were previously home educated.

Parents **must** ensure that their child receives suitable full-time education, although they do not need to have a fixed timetable or have formal lessons. Children who are in school receive 20 hours a week (Primary phase) and 25 hours a week (Secondary phase) of taught education provision.

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. It is strongly recommended that parents make appropriate checks on any settings that they use, as there may be no external assurances that they comply with basic standards such as vetting of staff and up-to-date policies and procedures around safeguarding children.

There are **no** direct funds available from Central Government or from Telford and Wrekin for parents who elect to home educate. This includes those children with an Education, Health Care Plan (EHCP).

Home educating parents take **full** financial and legal responsibility for their child's education. This includes the costs of resources, private tuition, courses, and public examination fees.

Pupils from NCY10 upwards may be able to access part time courses to **supplement** their home education arrangements through local FE colleges subject to availability. Currently, the only local FE colleges offering a 14-16 provision is South Staffordshire College .

5. Considerations for Schools.

The following processes take into account the 2025 statutory guidance, "Keeping Children Safe in Education 2025" Part 2, section 178-181 which states:

> '*178. Many home educated children have a positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all. Elective home education can mean that some children are not in receipt of suitable education and are less visible to the services that are there to keep them safe and supported in line with their needs.*
>
> *179. In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, a school must make a return to the local authority when a pupil's name is deleted from the admission register.*
>
> *180. Where a parent/carer 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. 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 and carers.*
>
> *181. DfE guidance for local authorities on Elective home education sets out the role and responsibilities of local authorities and their powers to engage with parents. Although this is primarily aimed at local authorities, schools should also be familiar with this guidance."*

Until a child is removed from school for home education, which can only be when one of the trigger points specified in the Education (Pupil Registration) (England) Regulations 2006 as amended is reached, specifically that 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'), the parent is at risk of prosecution for not securing attendance at the school even if suitable home education is being provided. This means that it is in a parent's interests to notify the school in writing of withdrawal for home education.

Notification by Head Teachers of a Parent's Decision to Electively Home Educate Sections 8(1) (d) and 13(3) of the Education (Pupil Registration) Regulations 2006

places a duty on Head Teachers to inform the LA when a parent notifies them of their decision to home educate.

Sections 8(1)(d) and 13(3) of the Education (Pupil Registration) Regulations 2006 place a duty on Head Teachers to inform the LA when a parent notifies them of their decision to home educate.

If a parent formally requests the deregistration of their child for EHE, the Head Teacher must:

- Forward a copy of the parent's deregistration letter to EHE@telford.gov.uk.
- Complete the LA Off Roll Notification Form (D1) before removing the child from roll, as the D1 process is now integrated with Synergy and cannot be completed after removal.
- Remove the child from roll on the school MIS immediately after completing the D1.

A Multi-Agency Meeting (MAM) should still be offered and arranged at a mutually convenient date and time with parents and relevant professionals, as set out in Keeping Children Safe in Education para.180. The expectation is that the school will lead the MAM and a member of the senior leadership team will be in attendance along with relevant professionals.

Important: Schools should not update their pupil numbers with Admissions until after the MAM outcome so that the place remains available if parents change their mind.

Following the MAM, if the decision remains to proceed with EHE, the school should confirm this outcome to the LA. If parents decline the MAM or do not attend, the deregistration stands as per the written notification.

The **only** exceptions to this are:

(a) That a child may not be removed from the roll of a special school without the consent of the Local Authority if under arrangements made by the Local Authority.

(b) In cases where a child is enrolled at a school in accordance with a school attendance order (SAO).

(c) Where there is a Child Arrangement Order in place which explicitly references education provision.

Where a parent has provided written notification to the school of their intention to EHE or where the parent has expressed an interest in electively home educating their child the school **must offer** a MAM at a mutually convenient date and time with parents and all relevant professionals, as set out in Keeping Children Safe in Education, para.180. The expectation is the school will lead the MAM and a member of the senior leadership team **will be** in attendance at the MAM along with all relevant professionals. The EHE team will prioritise attending MAMs for children who are on a child protection plan, child in need plan or have an allocated social worker. Requests for attendance at other MAMs will be considered on a case-by-case basis. Schools should complete part 1 of the MAM form and return **before** the arranged meeting. Part 2 of the MAM form must be completed and return after the MAM has taken place. It is the responsibility of the

school to complete part 2 of the MAM form in all circumstances. (see **Appendix 1** EHE Enquiry and **Appendix 5** – MAM form), along with a copy of the de-registration letter if this has been received.

Where a parent has expressed their intention to remove a child from school with a view to educating at home, schools **should** ensure that parents have access to a copy of the DfE Parental Guidance (2019) and the EHE blog on the DfE website. **(See Appendix 1 –** EHE enquiry)

DfE guidance for local authorities on EHE sets out the role and responsibilities of LAs and their powers to engage with parents in relation to EHE.

Schools **should** also be familiar with this guidance.

Following the MAM, if the decision is to remove the child from roll to EHE the school is responsible for completing the Off Roll Notification Form (D1) and submitting it to the Local Authority within the agreed timescale.

The date of removal on the LA Off Roll Notification Form should be the date of the parental written notification. Schools **should not** remove a child from their roll to EHE without notifying the LA.

The Head Teacher **must** inform the LA prior to removing the child from the school's register.

If the child is registered at a school, as a result of a school attendance order (SAO), the parent **must** submit written evidence to the Local Authority demonstrating the suitability of the home education. The Local Authority will assess whether the education meets the criteria under Section 7 of the Education Act 1996. If satisfied, the authority will issue a formal revocation of the SAO.

Schools **must not** seek to persuade parents to educate their children at home because the child has a poor attendance or behaviour record or as a way of avoiding an exclusion.

If elective home education is considered unsuitable, the expectation is that the child will return to their former mainstream school (if secondary) or make an in-year application for a primary place.

6. The Local Authority's Duties and Arrangements

6.1 Initial Contact

LAs have a duty under the Education Act 1996 to establish whether home educated children are receiving efficient and suitable full-time education and the DfE Guidance is clear that it would be sensible for parents to respond to LA enquiries.

The LA seeks to offer guidance to all known home-educating families who reside in the Telford and Wrekin area about their rights and obligations and provides advice on good practice and available resources for parents who request it.

The LA has a duty to maintain a register of all children known to be electively home educated.

On receipt of a notification of EHE following the MAM:

- The child's name will be placed on the EHE register.
- The LA will send out a letter to parents confirming that their child is on the EHE register and provide initial supporting information.
- The LA aim to offer a home visit, virtual visit, or a meeting at a preferred venue within 6-8 weeks of becoming EHE to review the education provision being provided at home. Alternatively, parents may wish to provide a written report within 6-8 weeks of being registered as EHE.

The aim of the initial parental contact is to build an effective and constructive relationship to ensure that EHE is a positive choice and that the educational needs of their child are being met.

During home visits the EHE officer **will** wish to see the child as well as the parent so that their views can be gathered and contribute to the review of the educational provision in place.

Parents are not obliged to respond to LA enquiries, to accept a visit or to allow EHE Advisory Teachers to meet with their child. However, as stated in the DfE 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 parents do not satisfy the LA about the suitability of the education being provided at home, it may have no option but to conclude that the education at home is not suitable.

Where possible, Telford and Wrekin's EHE Team routinely offers supportive visits and meetings to parents, which can be face-to-face or virtual. This provides an opportunity for the Team to gain insight and understanding of families' particular approaches, especially in relation to building on children's strengths and interests and meeting any additional needs they may have. In this respect, the LA is fulfilling its section 436A duty as described in the DfE guidance for parents.

LA officers and EHE Advisory Teachers do not have an automatic right to access the home. However, under the safeguarding duties held by the LA, an LA officer would prefer to see the child and ideally the home, as this is usually the main venue where education is taking place.

As the DfE Guidance for Parents states

> '*If you do not do enough to satisfy the Local Authority about the education being provided at home it may have no option but to conclude that the education does not meet the s.7 requirement' (5.4).*

The LA will gather any relevant information to assist in reaching an informed view that the education is suitable. This includes seeking from parents any information that explains how they are providing a suitable education. This could include a written report, telephone conversations, the child's views, samples of the child's work, a home visit, or a meeting outside the home. The EHE team may signpost families to additional support in accordance with the child and family's needs.

6.2 Annual contact

The LA has a responsibility under 436A of the Education Act Section 7 to ensure that all children of statutory school age who reside within Telford and Wrekin receive a suitable and full-time education. Section 7 requires parents to provide an efficient, full-time education suitable to the age, ability and aptitude of the child and any special educational needs which the child may have.

The aim of annual contacts and meetings is to continue to build an effective and constructive relationship with parents, to ensure that EHE continues to be a positive choice for parents and the child/young person. During home visits the EHE officer will wish to see the child as well as the parent so that their views can be gathered and contribute to the review of the educational provision in place. The EHE team will prioritise home visits, for children who are on a child protection plan, child in need plan or have an allocated social worker.

Parents are not obliged to respond to LA enquiries, to accept a visit or to allow EHE Advisory Teachers to meet with their child. However, as stated in the DfE 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 parents do not satisfy the LA about the suitability of the education being provided at home during the review, it may have no option but to conclude that the education at home is not suitable.

6.3 Determining the suitability of education

For most Telford and Wrekin families who home educate, EHE is suitable, and they continue to home educate for as long as the educational needs of the child are being met.

Families need to provide suitable home education from the outset.

When conducting visits, the EHE Advisory Teacher would wish to see the child or young person and discuss their educational provision. There should be no significant period in which a child is not receiving suitable education, other than reasonable holiday periods at appropriate points.

From time to time there may be changes of circumstances for the family and the EHE Advisory Teachers are available if parents have any questions or wish to discuss any educational matters.

Information provided by parents to the Local Authority should demonstrate that the education being provided is full time and suitable and meets the child's educational needs. This means information should not be simply a statement of intent about what will be provided, or a description of the pedagogical approach taken.

6.4. Forming a view as to the suitability of education

When considering the suitability of education provision, the LA will be looking for information demonstrating the following:

- Consistent involvement of parents or other significant carers in learning.
- Opportunities to develop English (reading, writing, speaking, and listening) and maths skills.
- Opportunities to develop wider curriculum interest.
- The child's views in regard to the education being provided at home.
- Recognition of the child's needs, attitudes, and aspirations.
- Opportunities for the child to be stimulated by their learning experiences.
- Access to appropriate resources and materials.
- Opportunities to partake in physical activity.
- Opportunities to develop ICT skills, including online safety.
- Opportunities to develop the knowledge and skills to keep themselves safe.
- Opportunities for appropriate interaction with other children and adults.
- A system or means of recording and assessing progress and difficulties/gaps in learning.
- Provision which allows for later access to further/higher education.
- Opportunities to develop skills for life as a member of the community they are part of to prepare for adulthood.

Where parents are responding to LA enquiries about their arrangements for their child's education and there is agreement that EHE is suitable, the Advisory Teacher for EHE or local authority officer will maintain contact with the family on an annual basis or more regular as required.

However, parents are encouraged to contact the EHE team if circumstances change e.g., home education is no longer appropriate for the child, if they change address or if their child starts at a school, or wants to return to school based provision.

Where parents continually miss arranged meetings or fail to engage with the LA, we will be unable to confirm the suitability of the education provision and would deem education 'unsuitable' and further legal action will be taken.

7. The Local Authority's Arrangements – Where EHE is or 'appears' to be unsuitable

Under s.437(1) of the Education Act 1996, local authorities must act if it appears that parents are not providing a suitable education:

> '*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*.'

In these circumstances the EHE Advisory Teachers or local authority officer will ask parents for detailed information about the education they are providing. Parents will have the opportunity to address the identified concerns and report back to the LA within a determined timeframe, normally 3-4 weeks. Alternatively, if support has been provided a further monitoring meeting will be arranged, typically within 6-8 weeks.

Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds with insufficient information about the child's education, then the LA will conclude that the child does not appear to be receiving full time, suitable education.

A refusal by parents to provide any information in response to informal enquiries will in most cases mean that the authority has a duty to serve a notice under s.437 (1) If;

> *(a) a parent on whom a notice has been served under subsection (1) fails to satisfy the Local Authority, within the period specified in the notice, that the child is receiving suitable education, and*
>
> *(b) in the opinion of the authority it is expedient that the child should attend school, the authority shall serve on the parent an order (referred to in this Act as a "school attendance order"), in such form as may be prescribed, requiring him to cause the child to become a registered pupil at a school named in the order."*

Where parents do not respond to Local Authority (LA) enquiries:

- They will receive written notification that Elective Home Education (EHE) has been deemed unsuitable.
- Parents will be expected to make applications to:
    - Their preferred school (Primary phase), or
    - Contact the previous school (Secondary phase), within 2 weeks of the date of the Pre-SAO letter to ensure the child returns to school promptly.

If, after this date, no application or contact has been made or the child has not returned to their previous school:

- The EHE team will complete a Child Missing Education (CME) referral to request School Attendance Procedures start, which may include a referral to the Fair Access Panel (FAP).
- At this point, the child will no longer be registered as Electively Home Educated and will be recorded as Child Missing from Education (CME).

Returning from EHE – Fair Access Protocol

For a student returning to a mainstream primary school where EHE is unsuitable:

- The student will be deemed to have been out of education and may be referred to the Fair Access Panel as 'Hard to Place', if appropriate.
- While the FAP will consider parental preference, they are not bound by it and may name a school other than the one chosen by parents.

For secondary-aged children:

- The school the child left to become home educated is usually considered the most appropriate for return.

- In accordance with the Fair Access Protocol, a child allocated a school place through FAP will be placed on roll within 10 school days.

If a school is offered and the parent fails to register the child:

- The CME team will follow attendance regulations and enforcement procedures.

For secondary school aged children removed from a school roll for EHE and now seeking a return to school, including where due to unsuitable EHE provision should be considered 'Hard to Place' under the FAP Protocol.

- Normally, these children will be referred to their previous school (where that school is in Telford & Wrekin), and that school will either readmit the child or arrange a managed move.
- Where parents remove a child in Year 6 after a secondary school has been named, the child will be referred to the named secondary school (where that school is in Telford & Wrekin).
- Where no secondary school has been named or attended, the child will be treated as an in-year admission.

Exceptional Circumstances – Referral to EHE Independent Review Panel

Referral may be appropriate where:

- Evidence suggests the child was withdrawn for an extended holiday.
- Withdrawal occurred when a fine for non-attendance was imminent or issued.
- Withdrawal occurred when the child was on the verge of permanent exclusion.
- The child has emotional or mental health difficulties making return to the previous school inappropriate.
- The child has been withdrawn for EHE more than once.
- The family has moved, creating significant travel time to the previous school.

EHE Independent Review Panel Composition:

- Service Delivery Manager (AP)
- SEMH Inclusion Officer
- Member of the EHE Team
- Chair of Secondary FAP (where available and not for cases from their own school)

Panel Outcomes:

1. Return to previous school (managed move possible). No FAP tariff points awarded.
2. Referral to FAP for placement under Hard-to-Place process.

- Receiving school may gain FAP tariff points if the child met threshold characteristics at withdrawal.
- Original school will lose equivalent points.

This action will only be taken if all reasonable steps have been taken to review the education provision in place at home.

Please refer to Appendix 1-5 for the flow chart process in regard to suitable and unsuitable education.

8. Support

The Local Authority has named officers with responsibility for Elective Home Education policy and procedures and their contact details can be found on the Telford and Wrekin EHE contact page.

Information is made available to parents who are considering home educating their children and to parents who already do this through the Telford and Wrekin Council Website

In line with the legislation around Raising the Participation Age (RPA) information will be provided for parents and children of Year 11 age advising them of their options and responsibilities for post 16 education provision. This advice is provided by Future Focus.

9. Safeguarding Responsibilities

Refer to Local safeguarding policy

It is the responsibility of all agencies and Local Authority teams to report to the EHE Team if they have any concerns about the safety and welfare of a child who is being home educated.

Local Authorities have the same safeguarding responsibilities for children educated at home as for other children.

If any Child Protection concerns come to light during engagement with children and families, these concerns will immediately be referred to the appropriate services using established protocols.

In the event of any concerns, in line with local safeguarding procedures, EHE Advisory Teachers will discuss them with parents (provided that this does not pose an increased risk to the child) and signpost/link the family to sources of support, for example Family Hubs.

If the concerns appear to present an immediate and serious risk of harm to the child, EHE Advisory Teachers or local authority officer will follow agreed protocols.

In most cases if a child is on either a Child Protection (CP) or Child in Need (CIN) Plan or has an allocated social worker the LA may review home education more frequently subject to agreed protocols, including attendance at appropriate meetings with Social Services colleagues.

The LA **can** insist on seeing children to enquire about their welfare where there are grounds for concern.

The LA **must** take action to enable cases of suspected or identified abuse to be properly considered or pursued.

If there is a reasonable cause for concern regarding a child's welfare, a referral **will** be made to Family Connect.

A visit from the Local Authority will help to identify that the home is a safe and secure place for home-education and that the child is not at risk.

10. Children with Special Educational Needs (SEN)

10.1 Children without an Education, Health & Care Plan (EHCP)

Telford and Wrekin Council respects the view that the parents' right to educate their child at home applies equally where a child has SEN. This right is irrespective of whether the child has an Education, Health and Care Plan (EHC plan), or not. Under Sections 7 and 19 of the Education Act 1996, parents have the right to educate their children, including children with SEN, at home.

Where a child does have additional needs, but does not have an EHCP, and parents have expressed their wish to elective home educate, school **must** notify the EHE team and facilitate the MAM as detailed in **Section 5.** The school responsibilities are also detailed in **Section 5.**

Information about the right to request an Education and Health Care needs assessment (EHCNA) and support available for SEN is available at Telford and Wrekin Local Offer.

LAs **do not** have a duty under Section 22 of the Children & Families Act 2014 to assess every home educated child to identify whether or not they have special educational needs.

10.2. Children with an Education, Health & Care Plan (EHCP)- mainstream provision

For pupils in receipt of an EHCP, attending **named mainstream provision**, the school Inclusion Manager or Special Needs Coordinator (SENDCo) will facilitate an early annual review meeting with parents, the SEND Officer from the LA as part of the Multi Agency Meeting. Where possible a member of the EHE team will attend or another appropriate officer, attendance will be prioritised for children on a child protection plan, child in need plan and those with an allocated social worker. The purpose of this review is to discuss the arrangements and provision for EHE, to outline how the pupil's outcomes will continue to be met while EHE and if appropriate to agree a change of placement under section I of the EHCP. If parents wish to EHE, the placement information on the EHCP is changed to reflect parental choice as follows:

> '*Parents have made their own arrangements under Section 7 of the Education Act 1996 to electively home educate'*

10.3. Children with an Education, Health & Care Plan (EHCP)- specialist provision

For pupils in receipt of an EHCP who attend **specialist provision**, parents **must** obtain the consent of the Local Authority to withdraw their child from the school (Education (Pupil Registration) Regulation 9(2), 1995).

In these instances, an early annual review of the EHCP will be organised to address the request of parent to electively home educate. A decision will be made as to whether this request can be met and to determine if parent would be able to provide a full time and suitable education at home. The child **must** remain on roll at the specialist provision, but will not be expected to attend, until suitable education at home has been confirmed. School will remain responsible for safe and well checks as appropriate during the assessment period. More information on the process can be found in **Appendix 2.**

This regulation ensures the LA can maintain continuity in their responsibility for children with special educational needs. The regulations, however, are not intended to be a hindrance to these children being educated at home. The child or young person **will** remain on roll at the designated specialist provision until suitable education at home has been confirmed within 4-8 weeks of parental notification.

10.4 Children with an Education, Health & Care Plan (EHCP)-Annual Reviews.

If a child beginning home education has an EHCP, the LA's statutory duty to undertake an annual review continues. This ensures compliance with the SEND Code of Practice 0 – 25 Years, section 9.177 (Department for Education January 2015). This review includes assessing whether the Education Health, and Care Plan is still appropriate, if the plan needs amending, or if parents wish to cease or maintain the plan, depending on the child's circumstances and the provision being made.

Should the EHCP be maintained, the parents continue to have full legal and financial responsibility for the education provided. However, the LA has a legal duty to ensure that the child's educational needs are being met.

10.5. Review Arrangement for Children with an EHCP

In cases where the EHCP is maintained, the LA will annually review the EHCP to assure itself that the provision set out in it continues to be appropriate and the child's special educational needs continue to be met. The LA may name the type of school or provision that would be suitable for the child, and state that '*parent has made their own arrangements under Section 7 of the Education Act 1996 to electively home educate*.'

Parents will be invited to the EHCP Annual Review, where the review of the education provision will also take place, by the LA SEN Officer, together with representatives from any other agencies that the Local Authority deems appropriate e.g., Health, Social Care, Future Focus and the LA SEN representative. The EHE team or appropriate local authority officer will attend this Annual Review meeting where possible and prioritise attendance for children on a child protection plan, child in need plan and those with an allocated social worker.

Parents will be notified in writing of the outcome of the EHCP Annual review and their right to appeal, in accordance with the LA agreed timeframe. The LA 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, the LA may conclude that elective home education does not meet the child's Special Education Needs and education at home will be deemed unsuitable.

The processes in **Section 7** above will then be followed, parental preference will be considered, and consultations will take place by the SEND Named Officer to facilitate a return to suitable education provision, whilst considering parental preference. If the previous named school on the EHCP are able to meet the child's needs, that school may be named in section I of the EHCP.

11. Children moving to another Local Authority area

The EHE officer will advise other LAs when they become aware that an EHE child has moved to another authority area.

If a child goes missing, Telford and Wrekin Children Missing Education procedures will be followed.

12. Looked After Children (LAC)

In most cases, if a child is looked after, the LA would not normally expect the child to continue to be home educated.

Any child that is LAC will be monitored through the Virtual School Head. More information can be found on the Virtual School website.

13. Private Fostering

If a child is under 16 (under 18 if they are disabled) and they go to live with someone who is not a close relative or legal guardian for 28 days or more, this is classed as a 'private fostering' arrangement. The adults concerned must notify Children's Services, who will visit to ensure that the care arrangements are suitable for the child and whether the child needs any additional support.

For advice, information and how to find out about possible support, contact Family Connect.

Foster parents should follow the same processes as other parents and will need to consider carefully whether EHE is in the best interests of the child they are caring for, especially if it is unclear how long the arrangement will last.

14. Retention and sharing of Information

The Elective Home Education Team will keep your details on the EHE register for the duration of your child's statutory schooling; or until the child moves into school-based provision or out of the area or is deceased. At this point, they will be removed from the EHE register.

Education reports are a school document. Whether they are completed by a local authority officer following a home visit or provided by a parent delivering home education, are considered official educational records. These reports will be treated in the same way as school-based education records and are subject to disclosure under relevant legislation, including the Data Protection Act and the Freedom of Information Act.

Where a parent chooses to provide a written education report, they must be informed at the point of submission that the report may be disclosed if requested under statutory provisions. This notification should occur before the report is accepted, not at the point of decision-making or disclosure.

15. Complaints procedure

If parents or carers wish to express dissatisfaction with any aspect of our procedure or processes for Elective Home Education, they should firstly attempt to resolve the matter informally with EHE Advisory Teachers or relevant local authority officer for EHE. However, if this proves unsuccessful, parents can make a complaint.

More information on how to make a complaint to Telford and Wrekin Council, can be found on the website.

Appendix 1 EHE Enquiry, including children who have an EHCP on roll at a mainstream school

Procedures if a Parent expresses a preference to Electively Home Educate their child

1. Parent expresses their intention to school to Electively Home Educate their child, either verbally or in writing.

2. School forwards a copy of the deregistration notification (if provided) to EHE@telford.gov.uk and completes Section 1 of the Multi-Agency Meeting (MAM) form.

3. School completes the Off Roll Notification Form (D1) and removes the child from roll immediately upon receiving written notification from the parent. This must happen before the MAM due to the new Synergy-linked D1 process.

4. School arranges a MAM with parents and relevant professionals to discuss suitability and safeguarding considerations. If parents decline to attend, the meeting should still take place with professionals.

The school are responsible for completing part 2 of the MAM. It is for the schools and professionals in attendance at the MAM to establish whether EHE is in the best interests of the child. Once complete, part 2 must be emailed to EHE@telford.gov.uk Do not update pupil numbers with Admissions until after the MAM outcome so the place remains available if parents change their mind.

A. Pupil remains on roll and there are strategies put in place by school and parents to support this. A review date is scheduled by school.

If parents subsequently decide that they wish to proceed with EHE then return to step two.

B. If the MAM outcome confirms EHE, the LA will register the child as EHE. If concerns arise, follow safeguarding procedures and liaise with the EHE team.

Appendix 2 EHE enquiry – children with an EHCP on roll at Specialist Provision

Procedures if a Parent expresses a preference to Electively Home Educate

Parent expresses their intention to school to Elective Home Educate their child, either verbally or in writing.

School **must** keep the child/young person on roll and contact the Local Authority EHE@telford.gov.uk and sendandinclusion@telford.gov.uk provide a copy of the deregistration notification (if appropriate) and complete and submit Section 1 of the Multi–Agency meeting (MAM) form to EHE@telford.gov.uk

School arrange an early EHCP Annual review and multi-agency meeting (MAM) with parents, SENDCo, SEND Officer and associated professionals currently supporting the child/young person to review the EHCP and EHE within 10 school days.
Parents should be encouraged to attend this meeting, as the EHCP will also be reviewed at this meeting – if EHE is agreed a change of placement will be made and the EHCP amended.

During the Early EHCP Annual review meeting, EHE is discussed, and considerations are made if this would be in the best interests of the child.

If parent confirms it is their intent to Elective Home Educate written notification must be provided, if not done previously.

Pupil on roll at specialist provision
Pupil to remain on roll at school until the education provision at home is reviewed – normally within 4-6 weeks. This review may be carried out as a joint visit with the SEND officer and school.

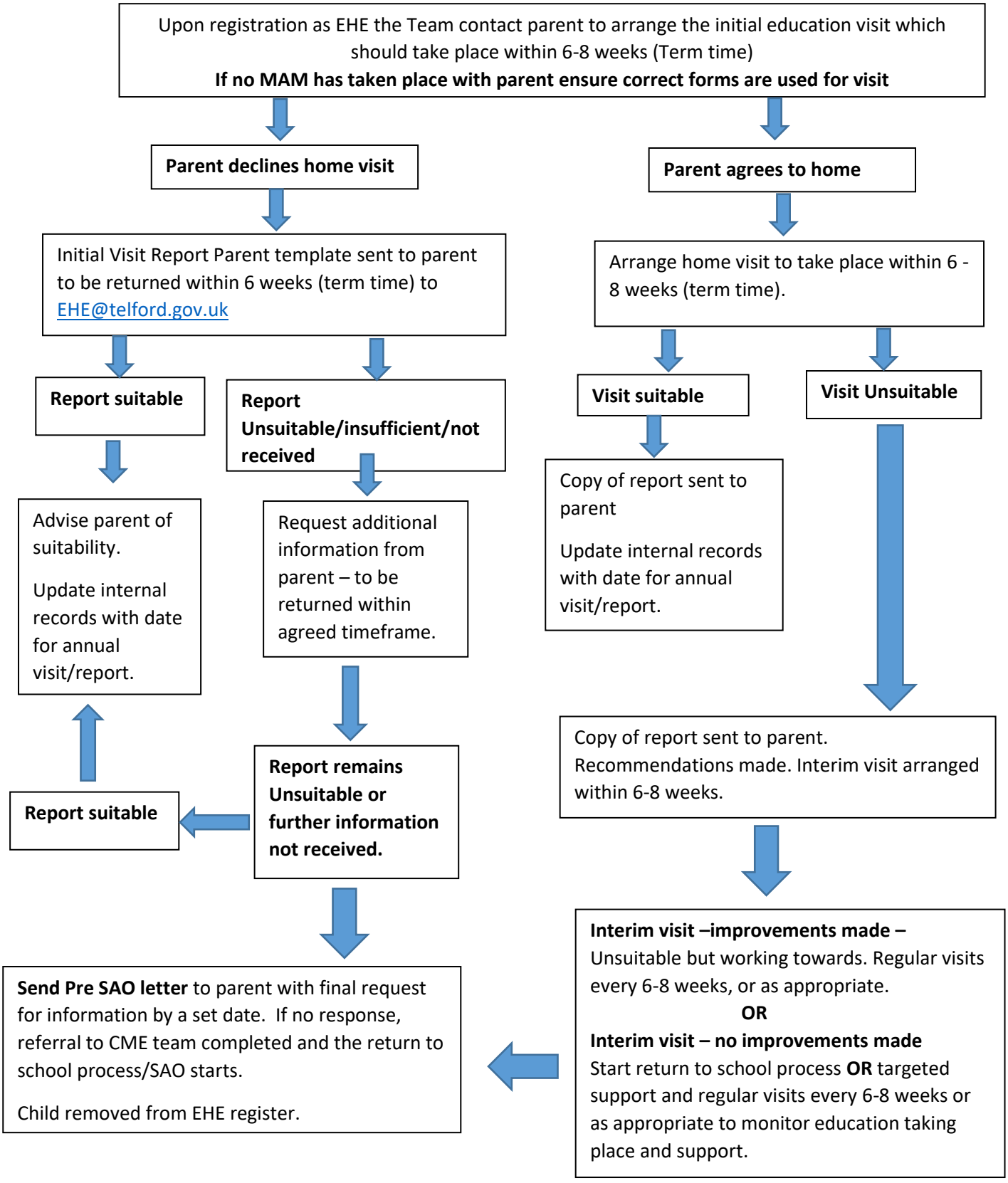
Specialist provision - Education Suitable
Pupil removal from the school roll can no longer be backdated under the updated pupil registration regulations. The removal should occur on the date following the parent's request for Elective Home Education (EHE). However, it is recommended that removal takes place after the Multi-Agency Meeting (MAM) when suitability is confirmed.
Interim visits may be offered along with the annual report

Specialist Provision Education Unsuitable
Pupil to be remain on roll. Recommendations made and further visit arranged within 2-4 weeks.

If education remains unsuitable, then the child would return to provision and school-based procedures to be followed.

Appendix 3 EHE Initial Visit/report

Initial EHE education review process



Appendix 4 EHE EHCP process

EHCP EHE education review process – Mainstream provision

Upon registration as EHE, the advisory teachers contact parent to arrange the initial education visit which should take place within 6-8 weeks
If no MAM has taken place with parent ensure correct forms are used for visit

Parent declines home visit

Initial Visit Report Parent template sent to parent to be returned within 6 weeks (term time) to EHE@telford.gov.uk

Report suitable

Advise parent and SEND Team of suitability.

Update internal records with date for annual visit/report.

Report received - suitable

Report Unsuitable/insufficient/not received

Request additional information from parent – to be returned within 2 weeks

No response from parent – education deemed unsuitable

No further information received – Pre SAO letter sent to parent. **SEND to arrange early EHCP review with parents** Return to school process starts
Following the Annual review, if education remains unsuitable, the child will be registered as CME and removed from EHE register.

Send Pre SAO letter to parent and SEND with final request for information by a set date.
SEND to arrange early EHCP review with parents and relevant professionals. Following the Annual review, if education remains unsuitable, the child will be registered as CME and removed from EHE register. If no response from parent, referral to CME team completed and the return to school process/SAO starts. Child removed from EHE register.

Parent agrees to home visit

Arrange home visit to take place within 6 - 8 weeks (term time), where possible.

Visit suitable

Copy of report sent to parent and SEND Officer. Update internal records with date for annual visit/report.

Parents no longer want to EHE - SEND coordinator updated.

If EHCP Annual Review is open child would be CME not EHE.
If Section I references EHE, SEND to start return to school process. CME referral completed. Child removed from EHE register

Visit Unsuitable

Copy of report sent to parent and SEND coordinator. Recommendations made – arrange further interim visit within 6-8 weeks.

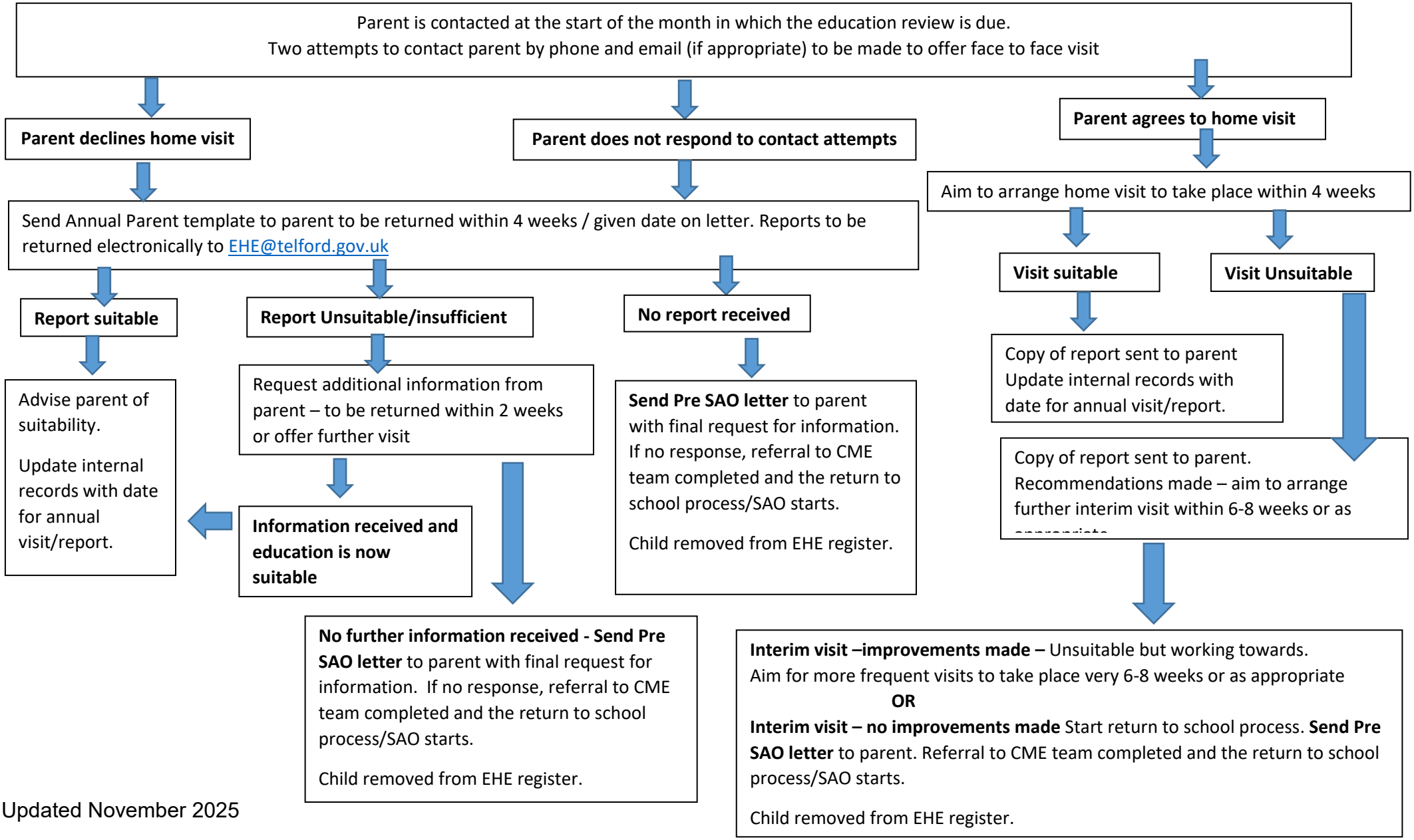
Interim visit –improvements made – Unsuitable but working towards. More frequent visits every 6-8 weeks or as appropriate

OR

Interim visit – no improvements made, or parents no longer wish to EHE.
Start return to school process, CME referral completed. Child removed from EHE register

Appendix 5 EHE S7 Annual visit/report

Annual EHE Education review process.



Updated November 2025

Appendix 6 - Elective Home Education Multi Agency Meeting (MAM) information sharing

Data Protection Act 1998
Information given by you is needed to help Children's Services staff in supporting pupils and maintaining records of pupils with whom Elective Home Education Team is involved. The information is kept, in part, on a computerised database within the offices of Children's Services. The records have to be kept for a statutory amount of time before they are destroyed. Children's Services may use the information in these files to compile reports on trends and outcomes in conjunction with partner services.

Section 1. Completed by the school prior to the meeting and returned to EHE@Telford.gov.uk

School Name Referrer name and contact email			
Pupils Name: (including siblings)			
Date of Birth Year group:		**Parent/carer name**	**PR – YES/NO**
Gender		**Parent/carer telephone numbers: (mobile and home)**	
Ethnicity		**Parent/carer email address:**	
Pupil Address, including post code:		**Parent/carer address (if different)**	

Receiving Free School Meals	**Yes/No**
Receiving Pupil Premium	**Yes/No**
Are they a Young Carer	**Yes/No**
Is the young person a Gypsy Roma Traveller, refugee or asylum seeker	**Yes/No Details:**
Do they have English as an additional language	**Yes/No – Mother tongue if not English:**
Does the Young person have additional learning or medical needs?	**None/SEND Code K/EHCP Details:**

Have they had a modified timetable in the last 6 months?	**Yes/No**
Has the young person accessed any internal support/interventions in the past12 months	**Yes/No:** **Details:**
Is there a safeguarding file for this young person?	**Yes/No**

Pupil Details:

Have parents been signposted to https://dfemedia.blog.gov.uk/2020/10/20/all-you-need-to-schooling-and-elective-home-education-ehe/ **(strongly recommended)**
Have parents been given a copy of the DfE Elective Home Education guidance? Yes/ No
Have parents provided written intent to Elective Home Educate? Yes /No
know-about-home-

Other Agency Involvement (please put N/A if not applicable)

Agency	Full contact details (name, number/email)	Agency	Full contact details (name, number/email)
Social worker		Family Hubs	
Education Welfare Officer		School health service	
CAMHS/Mental health		Speech and Language	
Police/Youth Justice		CATE	
Other (Please specify)			

School information:

Attendance and Behaviour

Date the young person last attended if they are not currently attending.	
Has the young person joined your provision within the last academic year?	**Yes/No** **Details:**
Current attendance % this academic year **Are there any trends in non-school attendance?**	
Attendance % last academic year	
Has the young person received a fixed term exclusion in the last 12 months	**Yes/No:** **Details:**
Was the young person under threat of exclusion?	**Yes/No** **Details:**
Has the young person been permanently excluded in the previous 24 months?	**Yes/No:** **Details:**
Other comments relating to attendance and behaviour:	

Attainment

Please complete the elements that are appropriate according to the age of the child

Primary Phase

For children currently in EYFS please indicate their current level:
For pupils who have completed EYFS please indicate their assessment in each area.

	Emerging	Expected
Communication And Language		
Listening, attention and understanding		
Speaking		
Personal, Social and Emotional Development		
Self-regulation		
Managing Self		
Building Relationships		
Physical Development		
Gross motor skills		
Fine motor skills		
Literacy		
Comprehension		
Word reading		
Writing		
Mathematics		
Number		
Numerical patterns		
Understanding the world		
Past and present		
People. Culture and communities		
The Natural World		
Expressive arts and design		
Creating with materials		
Being imaginative and expressive		

EYFS:

For pupils in KS1 and 2, please complete both the current assessment and the end of Key Stage Assessment if it is applicable.

BLW	Working Below National Curriculum Standards
WTS	Working Towards the Expected Standard
EXS	Working at the Expected Standard
GDS	Working at Greater Depth within the Expected Standard

Reading	Writing	Maths	Science	Phonics score

KS1 Y1				
KS1 Y2				
KS2 Y3				
KS2 Y4			MTC Score:	
KS2 Y5				
KS2 Y6				

Attainment

Please complete the elements that are appropriate according to the age of the child

Secondary Phase

BLW	Working Below National Curriculum Standards
WTS	Working Towards the Expected Standard
EXS	Working at the Expected Standard
GDS	Working at Greater Depth within the Expected Standard

Key Stage	**Reading**	**Writing**	**Maths**	**Science**
Key Stage 3 (Y7-Y9)	**BLW/WTS/EXS/GDS Reading Age:**	**BLW/WTS/EXS/GDS**	**BLW/ WTS/EXS/GDS**	**BLW/ WTS/EXS/GDS**
Key Stage 4 (Y10-Y11) Courses being followed				
Subject	**Exam Board/Code**	**Current Grade**	**Expected Grade**	**Comments**
English Literature				
English Language				
Maths				
Science (Double or Triple) Chemistry Physics Biology				

Additional information related to Elective Home Education

Do you think EHE is in the best interests of the young person?	**Yes/No** **Details:**

Do you have any additional comments related to the reason for the school transfer?

Section 2 to be completed by school at the time of meeting and then return to EHE@telford.gov.uk

Date of meeting:

Attendees:

Name:	**Relationship / role:**	**Contact details:**

Notification to EHE (parents)

What was your main reason for deciding to EHE?	
How do you feel about your decision to EHE.	
Do you have other children who are EHE?	Yes/No Details:
Do you see EHE as a long-term or short-term measure? Or are you unsure?	
Who will be the person with overall responsibility for managing and supporting the educational provision?	
Do you intend to engage the support of a tutor?	Yes/No Details:

What is your plan for EHE?	
Is it your intention for your child to work towards sitting external exams? Will the school provide support for the child/young person to complete any external exams including GCSEs? Any other information:	Yes/No/NA Details: Yes/No/NA

Outcomes (Highlight or delete as appropriate)	**Actions to be confirmed at meeting:** **School WILL:** *Remove off roll to date of de-reg letter/keep on roll *Retain CTF and safeguarding records for any future education transfer *Remain on roll **Parent WILL:** *Provide a full time and suitable education at home *Return child to school as agreed *Engage with LA EHE team for support/visits/reports as appropriate **LA WILL:** *Not register as EHE *Close initial enquiry *Register as EHE

Information completed by	
Date:	