

## **Home Education Procedures**

### **1. Purpose of Document**

The purpose of this document is to outline the procedures that are followed when pupils are home educated. This will be reviewed as new guidance is provided by the Department for Education (DfE).

The procedures outlined below will assist Slough Borough Council in meeting its statutory duty to identify all children who are not on a school roll or receiving a suitable education via alternative education or home education. The transition between school and home education and vice versa presents a risk in terms of a pupil's status not being clear. If the procedures below are followed this should make the transition process clearer. This guidance is for schools and Local Authority (LA) Officers and there is a separate information booklet for parents about home education.

### **2. Moving from School to Home Education**

Pupils can only be removed from a school roll in very specific circumstances, outlined in the Pupil Registration Regulations 1996. Parents who wish to home educate must write to their child's school and the school can then delete the child's name from the roll. At this point the school must advise the LA Pupil Tracking Officer either by email at [diana.wingrove-owens@slough.gov.uk](mailto:diana.wingrove-owens@slough.gov.uk) or in writing.

If the child is attending a school as a result of a school attendance order this must be revoked by the LA before the child's name is deleted from the school register. If the child is a Slough resident attending a school in a neighbouring borough the school will notify their own LA who should in turn notify Slough LA.

For children attending special schools the LA must give permission for the child's name to be deleted from the register. Schools must not persuade parents to home educate to avoid exclusion or as a result of poor attendance. Once a pupil has been deleted from the school roll for home education the child is added to the home education database.

### **3. Monitoring Home Education & Moving from Home Education to School**

Once on the list of home educated pupils, parents will receive the information booklet referred to above. This describes how the LA will monitor the education provided. The LA has a duty to intervene if it appears parents are not providing a suitable education, but no right to enter the home. Parents may also decide at any time that they would like their child to return to school.

A member of the Attendance Team and a qualified teacher will visit the family once a year to monitor how education is being provided. Attendance Service guidelines on home visits will be followed. Parents will be given at least one month to arrange education before the first visit. If the child has identified special educational needs, a member of the Services for Children with Learning Difficulties and Disabilities will be involved. Following each visit a short report is completed.

In a minority of cases the education being provided will appear to be unsatisfactory in terms of the quality of provision, personal development and well being. The parent (s) may have difficulties providing education or the pupil may not engage with the parent(s). All reasonable steps should be taken to address this with the parents by staff visiting the family.

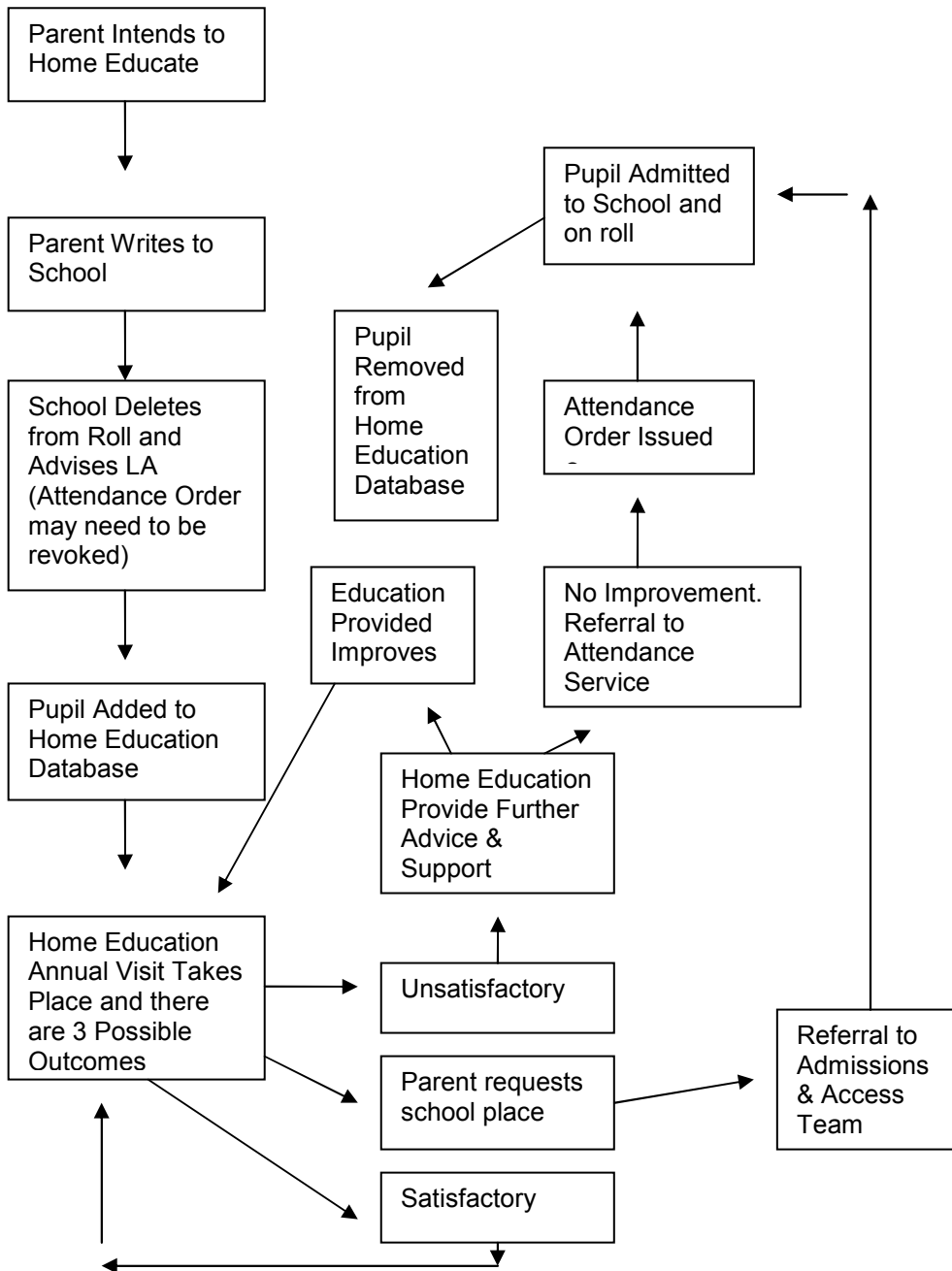
In many cases parents require support and there is a genuine commitment to provide a satisfactory education. If this is unsuccessful however, staff visiting the family may consider that an attendance order should be issued. The Attendance Team will respond as soon as possible. The pupil will not be removed from the home education database until it is confirmed that they are attending school.

Parents may also decide voluntarily to apply for a school place and complete an admissions application form. The Admissions & Access Team will respond as soon as possible. Again the child should not be removed from the home education database until the child is confirmed as attending school.

#### **4. Safeguarding**

If there are any concerns for the wellbeing of the child during contact with the family, this should initially be discussed with the Attendance Team Manager and Head of School Services. Parents may require additional support, in which case consideration will be given to starting a common assessment using a CAF and arranging a team around the child meeting. If there are safeguarding/child protection concerns, an immediate referral should be made to Social Care.

#### **5. Summary Flowchart**



## 6. Contact Details

For further information please contact:

Tony Murphy, Attendance Team Manager,  
 Tel 01753 878661  
 Email [tony.murphy@slough.gov.uk](mailto:tony.murphy@slough.gov.uk)

**Tony Browne**  
**Head of School Services**  
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