

# **Elective Home Education**

**Isle of Wight Council**

**Guidance for Schools**

# Elective Home Education – guidance for schools:

## Definition of Elective Home Education (EHE):

Elective home education is sometimes referred to as home schooling or home education. Home tuition is very different and should not be confused with EHE. Home tuition is where the school or Local Authority provides a home tutor (teacher) – often for medical reasons – therefore the pupil remains on the roll of the school.

For more detailed information on the Isle of Wight Local Authority's position on EHE refer to: [www.iwight.com/council/OtherServices/Educating-at-Home/Elective-Home-Education-EHE](http://www.iwight.com/council/OtherServices/Educating-at-Home/Elective-Home-Education-EHE)

Department for Education Guidance on EHE:  
[www.gov.uk/government/publications/elective-home-education](http://www.gov.uk/government/publications/elective-home-education)

## Elective Home Education – Information for Schools:

- Parents have a duty to ensure their child receives a suitable education. Some parents believe education is best delivered through elective home education and the Local Authority (LA) respects their right to choose this option.
- For some parents, deciding to home educate their child is not based on a philosophical outlook and they may feel that they have no choice but to home educate. Therefore, it is important that efforts are made to identify any issues and for schools to discourage parents from electively home educating their children until attempts at resolving issues are completed.
- When parents have decided to remove their child from school to be home educated, they should confirm this in writing to the school. Although not required by law to provide written notification to school, it is in parents interest to do so because if they fail to inform the school they are at risk of prosecution for their child's non-attendance, even if suitable education is being provided at home. This situation occurs because the school cannot remove the child from roll without written notification that the parents have elected to educate their child at home. (Pupil Registration (England) Regulations 2006).
- The letter must explain that the parents are taking responsibility for the child's education from a specified date. A signed letter from the parent is advisable – either electronically, e.g. PDF from a confirmed email address, or by post. Email is acceptable where the parent corresponds from a known email address. **The school must not write the letter for parents or use a school template as this could be construed as the school requiring or encouraging the child to be EHE (off-rolling). Ofsted have highlighted the issue of off-rolling in schools:**  
[www.gov.uk/government/publications/off-rolling-exploring-the-issue](http://www.gov.uk/government/publications/off-rolling-exploring-the-issue)
- Ofsted considers any evidence of off-rolling and is likely to judge a school as inadequate if there is evidence that pupils have been removed from the school roll without a formal permanent exclusion or by the school encouraging a parent to remove their child from the school, and leaders have taken insufficient action to address this.
- Schools are encouraged to implement the new CME Guidance which suggests that schools notify the LA as soon as they have an idea that a child may become EHE in order for discussions to be held with parents. The Lead Officer for EHE can telephone parents to talk though the situation.
- If the school receives notification from parents that they are home educating their child, we recommend offering a meeting with parents to discuss this. However, parents do not have to attend. **This meeting must be arranged should be completed within one week of the notification by**

**parents as there should not be a delay in removing a child from the school roll once a letter is received.**

- The school can accept a letter of notification to home educate made by one parent (typically the parent with majority residency). We recommend the school advises the parent to discuss this with the child's other parent/carers, and they could be invited to any meeting. The school cannot be responsible for mediating between parents and if they cannot mutually agree then the parent(s) will need to seek a court order (Specific Issue Order or Prohibited Steps Order) if they are unhappy with this decision:  
[DfE Parental Responsibility Guidance link](#)
- If parents request flexi-schooling, see separate Flexi-schooling Guidance for Schools.

#### **Elective Home Education – Actions for Schools:**

- A parent's decision to home educate is often complex and sometimes prompted by a breakdown in the relationship between home and school, or by parental concerns about their child's well-being at school. Head teachers have a responsibility to enquire in detail, into the reasons a parent wishes to home educate their child. **If the school receives notification from parents to EHE we recommend offering a meeting with parents to discuss this. This should be completed within one week of the notification by parents so that there are no delays in the pupil being registered as EHE with the Local Authority.**
- Where pupils have a poor attendance record and/or their parents are being threatened with legal action, or the child is at risk of exclusion, this may prompt a decision to home educate their child. In such cases, the school should contact the Education and Inclusion Service and/or the Lead Officer for EHE. **EHE should not be suggested as a solution to attendance or behavioural issues as this could be construed as off-rolling.**
- If the child is supported through a **Child in Need or Child Protection Plan**, the school should contact the Social Care Team immediately if the parent makes the school aware that they are considering EHE.
- If the child is supported through an **Early Help Plan**, a Team Around the Family meeting should be called if the parent makes the school aware that they are considering EHE and the Lead Officer for EHE invited to attend.
- **Children in Care** on the Isle of Wight are expected to stay on a school roll. If a parent or foster carer of a Child in Care raises the issue of EHE, the school should contact the relevant social worker.
- If the child has an **Education Health and Social Care Plan (EHCP) and attends a mainstream school**, the school should offer an Interim Review and invite parents, the Local Authority SEN Case Worker and the Lead Officer for EHE in order to review how the school may better meet the child's/young person's needs or discuss plans for home education. If parents are unwilling to attend the Interim Review at the school, the LA's SEND Team will review the EHCP with parents.
- If the child has an **Education Health and Social Care Plan (EHCP) and attends a special school**, the school should contact the LA's SEN Team. The child cannot be removed from the school roll unless this is agreed by the LA's SEN Panel.
- If parents confirm their intention to EHE, the school should send a copy of the letter to the EHE Team along with the Exit from School Roll Form. **The Exit from School Roll Form should be submitted to us electronically via Microsoft Forms and the de-registration letter/email copied**

into the first section of the updated Exit from School Roll Form. Any other relevant information should be emailed to [electivehomeeducation@iow.gov.uk](mailto:electivehomeeducation@iow.gov.uk) or uploaded to Sharepoint (EHE section).

- The Exit from School Roll Form is essential as it provides important information to assist the EHE Team in identifying when a pupil becomes home educated and in prioritising visits. Please include parents' email addresses as the EHE Team primarily communicates via email. **The Exit Form should be completed and returned within two weeks from the date parents confirm their intention to home educate.**
- The Pupil Registration Form should also be completed for School Admissions.
- **The pupil's school files should be retained by the school or scanned and uploaded to Sharepoint (EHE section).** Once receipt has been confirmed by the EHE Team, paper files may be confidentially destroyed.

#### Advice to Parents:

- Check parents understand the implications of coming off roll and that the LA will check whether the education provided is suitable.
- Encourage parents to look at the Isle of Wight Council's EHE website and advise them that they can call the EHE Team for information and advice:  
[www.iow.gov.uk/council/OtherServices/Educating-at-Home/Elective-Home-Education-EHE](http://www.iow.gov.uk/council/OtherServices/Educating-at-Home/Elective-Home-Education-EHE)
- Schools should check parents understand that if they change their mind, they will have to make a new school application and cannot automatically return to the school following a period of home education. If the school is full, a pupil would have to go on a waiting list or apply to a different school.
- It should be made clear to parents that there is no financial help from the Local Authority if they choose to home educate and that they would be responsible for making any GCSE entries for their child. Parents should be encouraged to discuss this with the Lead Officer for EHE before making a final decision as **home educated pupils may not be able to sit the same GCSEs offered in schools.**
- The IW College offers a limited part-time provision for some home educated pupils in Year 10 and/or Year 11 but **only if home education has been assessed as suitable for at least 12 months before the start of the course in September**, unless there are exceptional circumstances, and the application is agreed by the LA's EHE Panel. This is not an alternative to school, as provision is part-time and only a limited number of vocational courses and/or GCSEs are available. This is unlikely to be a suitable option for students with an EHCP as funding for additional support is not available. **The college course should not be suggested as an option to pupils or parents by school staff as this could be construed as off-rolling.**

#### Elective Home Education – Actions for EHE Team:

**On receiving confirmation that a child has become home educated, the EHE Team will:**

- Contact Children's Services to make safeguarding checks.
- Discuss with the Education and Inclusion Service and/or SEND Team (if appropriate).
- Send information on EHE to parents outlining the LA's EHE Policy and support available.
- Make arrangements for an initial visit to be made or a report to be provided by parents within 3 months.

**Contact information:**

- Elective Home Education Team: [electivehomeeducation@iow.gov.uk](mailto:electivehomeeducation@iow.gov.uk)
- Lead Officer for Elective Home Education: Louise Tatton  
Tel: 01983 821000 ext 6856 or 07581571832; Email: [louise.tatton@iow.gov.uk](mailto:louise.tatton@iow.gov.uk)
- Education and Inclusion Manager: Rachael Williams  
Tel: 01983 821000 ext 8666; Email: [rachael.williams@iow.gov.uk](mailto:rachael.williams@iow.gov.uk)
- Inclusion Support Service Manager: Jon Willcocks  
Tel: 01962 876263; Email: [jonathan.willcocks@hants.gov.uk](mailto:jonathan.willcocks@hants.gov.uk)
- Team Leader for the Education and Inclusion Service: Dave Edmonds  
Tel: 01983 821000 ext 8407; Email: [dave.edmonds@iow.gov.uk](mailto:dave.edmonds@iow.gov.uk)
- Special Educational Needs Team:  
Tel: 01983 823470; Email: [sen@iow.gov.uk](mailto:sen@iow.gov.uk)