

Elective Home Education support for parents in



Camden's commitment to elective home educated parents

- We will offer advice to parents to discuss concerns about home education
- We will meet new home educating parents within 4-6 weeks of registration
- We will offer an annual meeting with existing home education parents
- We will review and update our home education resources at regular intervals
- We will publish a termly home education newsletter
- We will provide access to a GCSE exam centre for those who wish to take exams – see [home education resources](#) and online education resource pages
- We will offer targeted advice to parents at key transition changes as children get older
- We will work with colleagues in the council to help support pupils as they finish statutory school age, so they are able to access education, employment, and training
- We will offer advice about a return to a school if required
- We will offer advice and support if the education is unsatisfactory
- We will offer advice and support to vulnerable pupils at agreed intervals
- We will work with parents, children, and other agencies to safeguard home education children and ensure every child has access to an education that is suitable to their age, ability and any special education needs that may have

This information is to support parents or carers who elect to educate their children at home and to explain Camden Local Authority's (LA) procedures. Elective home education can also be known as education otherwise. However, education otherwise can also be used to describe other forms of education, we feel that Elective Home Education best describes the commitment and effort that many parents make to educating their children. Parents have the legal responsibility for ensuring that their child is properly educated, and we respect their right to choose to educate their child, other than at school, according to their philosophical, ideological, or religious views/beliefs.

Parents should refer to the [DFE guidance](#) for parents issued in April 2019. Parents should contact the Local authority where their child lives if they feel pressure to start educating a child at home, but know this will present difficulties so they can discuss the options available to them and their child before they remove their child from his or her school. The decision by parents to elect to educate their child at home should be an informed, active and a positive one. It is important that parents obtain enough information about elective home education before making the decision.

Parents who have decided to home educate and no longer wish to do so should inform the LA in writing so they can access appropriate support to secure a school place(s) for their child(ren).

This guidance is regularly updated and you should check [Camden's website](#) for the latest version and also for the latest updated resources for home educators. See list of available resources.

This document has hyperlinks shown with a blue underline to the current legislation, together with Camden's policies, ways of working and other resources.

We hope the policy will provide information and help you reach the best decision for your child.

If you have any questions or comments please contact us at ehe@camden.gov.uk

Legal Requirements

Education for all children in the United Kingdom is compulsory; attendance at a school is not. Section 7 of the Education Act 1996 states "it shall be the duty of the parent of every child of compulsory school age to cause him to receive efficient full time education suitable to his age, ability, and aptitude, [and to any special needs he may have] either by regular attendance at school or otherwise." To be considered efficient, a child (ren)'s alternative or home education need not be the same as that a child would receive at school, but it must convince a reasonable person that the education is appropriate for the child(ren)'s needs.

When a child has special educational needs, there is a legal requirement to meet the child's special education needs. Guidance will be given in the child (ren)'s Education Health and Care Plan (EHCP) where appropriate your child's needs will be reviewed annually by SEN team.

The child (ren) can be educated at home by their parents, by [tutors](#) provided by their parents, at an education establishment or a group formed by like-minded parents or indeed any combination of these. There seems to be no limit to the varieties and combinations used.

During this time the responsibility for any associated financial costs of the young person's education lies directly with the parent or guardian. All equipment, books and fees are their responsibility. The exception may be where the LA supports special education needs arrangements, where alternative provision has been agreed by the LA.

DFE guidance 3.1 issued in 2019 states that "If a local authority is aware that a child of compulsory school age is not attending a state or registered independent school full time, and it is unclear how that child's education is provided, a local authority should consider the possibility the child is being home educated by its parents (possibly in combination with part time attendance at another setting). In such a case, the local authority's task is to find out how he or she is being educated and whether that education satisfies legal requirements".

Safeguarding

Local authorities have the same safeguarding responsibilities for children educated at home as for other children. They should be ready to use safeguarding powers appropriately, when warranted.

Child protection issues may arise in relation to elective home education and where appropriate referrals will be made to Children's Safeguarding and Social Work (Social Services). Referrals may be discussed with parents before they are made except if it is felt that to do so would put the child at further risk of harm.

Camden has a voluntary registration schemes so that support can be given more readily to those who wish to receive it. Registration is not a legal obligation for parents, but Camden feel this enables us to provide appropriate support to home education children and their parents as they reach key milestones in their educations.

Where there are concerns about the education provided and a parent does not engage with attempts to contact. Within a calendar month from the first notification, the case is discussed with the Development Co-ordinator in the Pupil Attendance Service and or Children's Safeguarding and Social Work (Social Services), and where appropriate a referral to social services will be made to follow up concerns. Where there have been previous child protection concerns this referral may be made earlier after discussion with the Pupil Attendance Service and the duty social worker

[Camden Early Help](#) is a way of getting extra support for families when they need help to find a solution to problems they maybe facing. Parents can access programmes and workshops that work to build on the parent and child relationship positive communication, self-esteem, and self-care. This can also include behaviour management strategies and resilience building.

Home educated pupils are not automatically vulnerable but for those children who are Camden is committed to supporting them.

Where a child is made subject to a Child Protection plan or is currently subject to a child protection plan, or is child in need, the conference chair/ chair of the child in need meeting will re-considered the safeguarding plans in light of this information in the following areas:

- Consider if a strategy discussion is required.
- Outline what harm is likely.
- Assess the risk to the child, to include health and well-being and record how the risk is increased because of continuing to or starting to educate the child at home and record this within the minutes of the meeting.
- Assess the family's EHE Outline Plan.
- Consult with education colleagues and the previous school.
- Amend the plan to reflect the necessary actions that need to be taken, which

may include the referral to Fair Access to identify a school place.

- The above professionals and allocated social worker will ensure that the plan will include increased home visits to regularly check that the child is safe and that visits or meetings with the EHE team at agreed intervals will form part of any future agreement with the family.

Camden will ask each home educator to complete an [outline of the education plan](#) for their child / children. Camden will offer every new home educator a meeting with our Home Education Advisor to discuss the education provided. Camden also offers an annual meeting to all existing known home educators to discuss the education provided and to offer additional advice and support.

There is no legal obligation to comply with these meetings and for many home educators we will be happy to accept a report of the education. However, for new home education children we will consider the following vulnerable groups and we will ask to meet with the parent and the child to ensure that there is a suitable education plan in place.

Camden view the following groups as vulnerable:

- Children who are looked after or previously looked after by a local authority
- Children who are subject to a current Child Protection Plan or a Child in Need Plan
- Children who have been subject to a Child Protection Plan or a Child in Need plan in the last six months
- Children who had less than 90% attendance for the three terms before they started home education
- Children who have attended three or more schools in the last 12 months or who were known to have been without a school place for longer than half a term in the last 12 months.
- Children who have never attended a school.
- Children who had had one or more permanent exclusion within the last 12 months
- Children who had have more than three fixed term exclusions totalling more than 10 days within the last 12 months.
- Children who have an Education Health and Care Plan

Should a parent who is one of the above vulnerable groups not agree to meet with the Home Education Advisor then Camden will review the information available and take appropriate action if they feel the education is unsuitable.

For pupils in vulnerable groups and where appropriate we can offer additional advice and support to these families at more regular intervals.

For children who are looked after, subject to a Child Protection Plan or a Child in Need plan we will discuss the case with the family social worker and join any appropriate meetings to safeguard the child.

Notification of Home education

If a child is registered at a school, they are required to notify in writing the school that they are withdrawing their child to be home educated. Please note we are aware that this is not explicit in DFE's guidance on home education, but it is within the DFE's guidance on removing children from a school roll.

Camden schools will be required to complete an off-roll notification to the LA to inform us that a child is being home educated.

Camden will write / email to the parent to enclose our information leaflet and direct them to our home education resources available via the [Camden website](#)

Parents can also notify the LA by emailing at EHE@camden.gov.uk

Professionals who encounter home educated children can contact the Home Education Officer to confirm if they are known to the service.

Children with Special Needs (SEN) / Education Health and Care Plans (EHCP)

If your child has an Education Health and Care Plan and attends a mainstream school your rights remain the same as for a child without special needs. You should follow the same procedure outlined above and you need to indicate on the letter to the school that you are undertaking "elective home education".

However:

If your child has an Education Health and Care Plan and attend a Special School their name cannot be removed from roll without the agreement of the LA, as the LA has a duty to maintain the statement/plan and to review it annually. If your child is a pupil at a special school the LA will need to consider whether your education provision is suitable before amending the statement/plan.

For further information contact the SEN Team on 020 7974 6500 – see flow chart 2.

LA responsibilities for elective home education

LAs have a duty to find out so far as possible whether home educated children are receiving suitable full-time education

Camden wishes to work in partnership with our home educators and expects that many parents will provide a good education. Camden feels that home educators should have access to help, advice, and support at regular intervals.

Camden will intervene where we feel that the education provided is not suitable and we also liaise with Ofsted in the event we discover home educated children are attending [unregistered schools](#).

Camden processes are shown at the attached flow charts

What is a suitable education in Camden?

- Education should enable a child to participate fully in life in the UK. Education

should not conflict with 'Fundamental British Values' as defined in [DFE guidance](#) for LAs.

- Suitable education is not simply a matter of academic learning but should involve socialisation. Contact with peers and the development of emotional resilience should be regarded as essential elements of equipping a child to his/her place in modern civilized society.
- No person shall be denied the right to education and this assumes effective teaching of literacy and numeracy.
- Education is suitable to a child's ability and aptitude. It is reasonable to assume that this would entail making progress between reviews at a rate which appears to be in line with a child's apparent ability.
- The environment in which education is being provided will be considered, in terms of noise and space, in assessing suitability.
- Education should promote the fulfilment of learning potential through the provision of some challenge to a child across a reasonably wide range of learning.

How will we reach a decision if the education is suitable?

Each parent who decides to begin home education will be sent and asked to complete an outline of their education plan and return this to the Home Education Officer. The outline plan can be developed over time and will be used for annual reviews as well as for new home educators.

The Home Education Officer will offer a meeting with the Home Education Advisor within four to six weeks of a child coming to the attention of the LA.

The meeting can take place in the family home or another location, usually a library or another place, if that is not convenient.

At the meeting the Home Education Advisor will discuss the completed outline plan and offer any additional support advice and guidance. They will look at examples of work, and how this relates to the minimum expectations for education achievements. (See section on minimum expectations).

Camden and DFE guidance are that satisfactory home education should be available from the outset, but we also recognise that there can be a period of adjustment in moving from school to home education. After four weeks we would expect to begin to see a regular education provision.

The parent should attend the meeting with the child and bring along examples of work completed. They can also bring a friend to the meeting if that is helpful. The examples of work can be on paper or viewed and saved electronically. We would advise that parents only access their documents remotely whilst on a secure Wi-Fi connection and not on a public Wi-Fi system. Examples of work can be saved to the hard drive or in the photos section of an electronic device.

This might be evidence that demonstrates the learner is engaging with appropriately challenging learning opportunities in reading, writing and math. This could include three separate pieces of evidence for each of these core skills. Evidence of writing should include at least one piece of extended writing, in line with the learner's ability.

Maths evidence should include evidence of calculations, reasoning and problem-solving. Evidence of reading could include either listening to a child read or an older child's written response to a text. This evidence of core skills should be supplemented with evidence of learning in other curriculum areas to indicate a broad and balanced curriculum, preferably indicating skills and knowledge valued by the learner.

The Home Education Advisor will expect the child and the parent to discuss the work they are doing and what they have learnt and found challenging. They will also ask the child to read a random short passage from a book the child has chosen that is age and ability appropriate. They may also ask them questions about the text they have read and what they understood about it.

Whilst there is no requirement for the child to attend a meeting or even for the LA to meet the child Camden believes it is not possible to assess if the education is suitable without meeting the child (this could also be done virtually). When a child is from one of the vulnerable groups listed previously, we will seek to meet the child and their parent / carer in person or virtually. We encourage all parents who home educate (even if not from one of the vulnerable groups) to bring their child to the meeting.

We understand that meeting someone new can be daunting and we will do everything we can to ensure both the parent and the child feel comfortable at the meeting.

If the education is suitable

We will usually see families at annual intervals. If families are in a vulnerable group as identified earlier, we may see them at more regular agreed intervals.

Families can see advice from the Home Education Officer at any time by emailing ehe@camden.gov.uk

If the education is not suitable

Our Home Education Advisor will make suggestions about areas for improvement and may ask to see you and your child again after an agreed interval.

If the education is not suitable and the Home Education Advisor feels that it is unlikely to become suitable in a short period of time, a report will be submitted and the Pupil Attendance Service will take appropriate action to ensure your child is registered at a school using a School Attendance Order.

It is very rare that Camden takes this step and our aim is to ensure that every child has a suitable education and we support families to carry out their home education.

Voluntary Example Minimum expectations

Camden in line with [DFE guidance](#) has set some voluntary example minimum expectations for education in Maths and English for each Key stage – See Section 2.10 in parents guidance and 9.4 in LA guidance.

These are voluntary example indications for parents if they wish to use them and for our Home Education Advisor to get a better understanding of the education your child is receiving.

We recognise that children will be on journey in their education some child will be at expected level, some will be in advance of their key stage indicator, some may be working towards the indicator or some children due to their education needs maybe below the indicator. You may find that children can do some elements of the different indicators as well.

Knowing where your child is can be helpful for you in setting work for them, ensuring it is appropriate for them but can also help you know where they could be “stretched”, or work needs to be reviewed. It will also enable our Home Education Advisor to offer a tailored set of advice for each child and make suggestions for parents so they can help support their child reach the voluntary minimum expectations where appropriate.

There are also voluntary minimum expectations for Geography, History and Science for KS3 – 4.

Do home educators have to meet with the LA?

DFE guidance is clear that whilst parents do not have to meet with the LA, they can offer an education report instead. The DFE guidance also states that where it is not clear as to whether home education is suitable the authority should attempt to resolve those doubts. Parents are under no duty to respond to these enquires, but if they choose not to then Camden in line with DFE guidance will conclude that the child does not appear to be receiving a suitable education and it will begin the process for a School Attendance Order under S 437 (1) Education Act 1996.

Camden has also taken the view that where a family are new to home education and they fall into one of the vulnerable categories we consider vulnerable we will need to meet with the family to be satisfied that the education is suitable. We feel that this enables us to meet our safeguarding responsibilities and to ensure that these vulnerable children are accessing an education that is suitable. Camden fully expects that this course of action will be taken as a last resource and wishes to work in partnership with parents to ensure that every home educated child has a suitable education.

Should Camden decide to prosecute for the parent for not complying with the school attendance order then it will be for the court to decide whether the education provide is suitable, full time and efficient. The court can direct that the order shall cease to be in force if it satisfied that the parent is fulfilling his or her duty.

Letter to prove elective home education

Attendance is a key priority for Camden, and we are aware that many parents and children who are educated at home may be asked why their child is not in school.

Once we have a report from the Home Education Advisor that states the education is satisfactory, we will issue this letter. You can then choose to carry it when out during the traditional school day. If you have not received one please email:

ehe@camden.gov.uk with your child's name, date of birth and address and we will be pleased to issue the letter.

Immunisation

Pupils in Camden schools can receive vaccinations at various times in their lives. Home Education pupils may miss out on these vaccinations, so we have included the following advice in our guidance for parents as a reminder.

[See Emotional Well Being and mental health support resource page](#)

Guidance Funding Home Education College places 14 – 16s

Since September 2013, Colleges who enroll home-educated pupils are able to [obtain funding for these pupils](#) and local authorities should no longer be expected to pay fees for this provision.

Flexi schooling

“[Flexi-schooling](#)” or “flexible school attendance” is an arrangement between the parent and the school where the child is registered at school and attends the school only part time; the rest of the time the child is home educated. This can be a long-term arrangement or a short-term measure for a particular reason.

“Flexi-schooling” is a legal option provided the Head Teacher at the school concerned agrees to the arrangement. The child will be required to follow the National Curriculum whilst at school but not whilst he or she is being educated at home.

Our finance team have confirmed that for pupils of five or above there is no funding issue for schools and that they will receive full funding for children who are on flexi school arrangements. Each child will count towards the class numbers in Key Stage One and one or more pupils cannot be combined to create a full time equivalent. Pupils who are below five will get a pro rata amount of funding.

The sessions when the child does not attend school are marked as an authorised absence using Code “C” [DFE EHE Guidance](#) page 35

Data and how we publish it and what we do with it

Camden maintains a voluntary register of home educators. This contains the child's name, date of birth, address parents name and contact details as well as the child's ethnicity and the reason why they began to home educate. This information is also requested via our outline plan for home education. Information on our register is stored in accordance with Data Protection requirements and is used by the Home Education Officer to ensure that meetings are held and that annual reviews are offered. Information is also shared with other professionals in the LA on a need-to-know basis e.g. Children's safeguarding and social work and youth services to support post statutory school age children. We may also share some anonymised data with health and with Ofsted in line with Camden data sharing agreements.

Each year Camden publishes anonymous data about home education on the [open data portal](#) that is available to the public.

Case files are held electronically in accordance with Camden IT standards, paper records shared with the LA are scanned and the original destroyed by shredding. Case files are held until the young person is 25 years or age and then deleted from the shared drive. Unless the young person has a an EHCP in which case they are retained until they are 35 and then deleted. Child Protection / safeguarding issues will be shared with Camden Safeguarding Children Team and retained according to their file retention schedule.

Key Contacts for Home Education in Camden

Please use ehe@camden.gov.uk to contact us or

Ed Magee

Development Co-ordinator Pupil Attendance Service Camden Learning

Ed.magee@camden.gov.uk

Tel: 020 7974 1653

Donna Dean

Home Education Officer

ehe@camden.gov.uk

Tel: 0207 974 7152

Susan Morris

Home Education Advisor

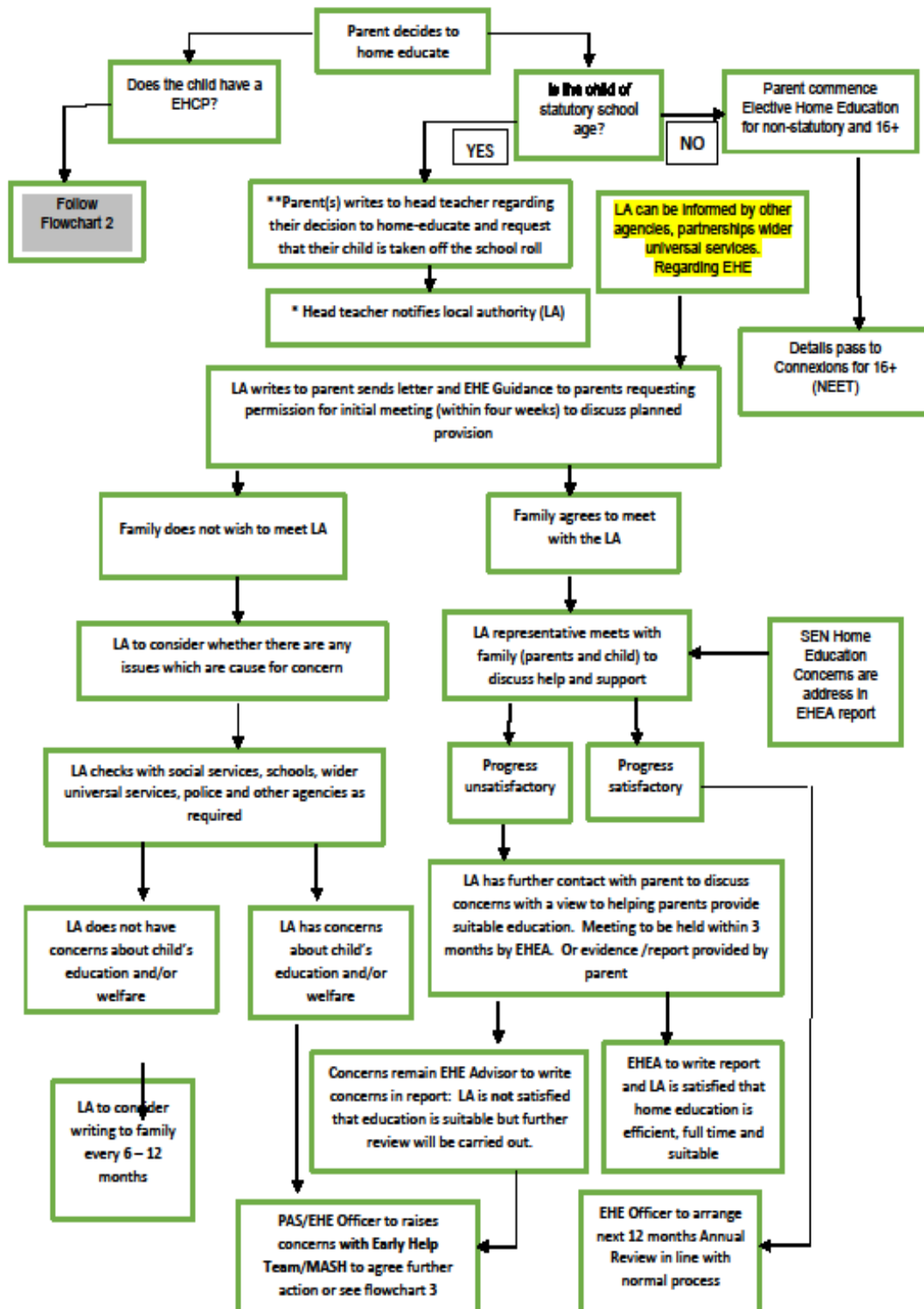
Camden Learning

ehe@camden.gov.uk

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Next review January 2024

ELECTIVE HOME EDUCATION DE-REGISTRATION PROCESS FLOWCHART 1



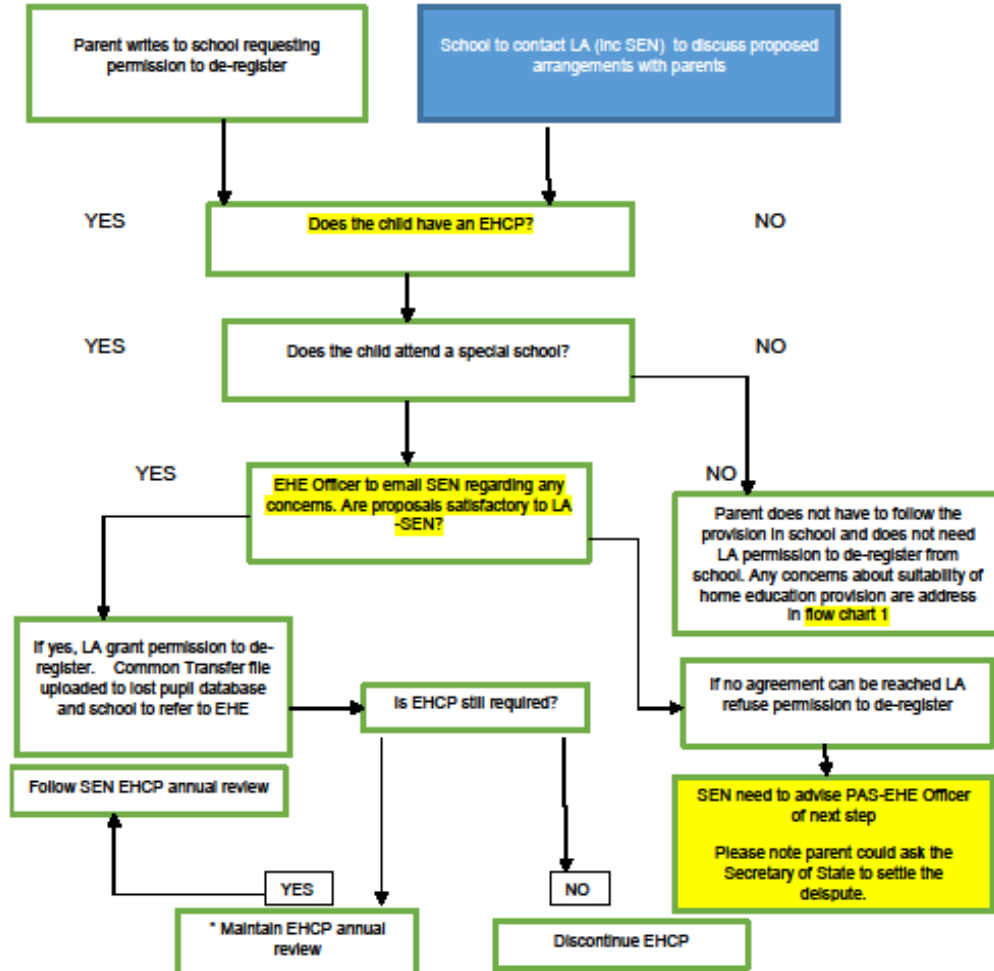
*School follows Elective Home Education procedures. If school holds any safeguarding information the Designated Person should email: ehc@camden.gov.uk

School MUST complete referral and send a copy of the parents letter to LA within 10 schools days. Common Transfer File uploaded to lost pupil database.

** For notification regarding non-Camden resident EHE officer will ask school to complete Off Roll Form. Once receive forms are sent to out of Borough LA and closed on Camden register. If non Camden resident off roll form is not receive within 10 days of notice. The CME form will go direct to out of borough LA without off roll form attach.

Flowchart 2

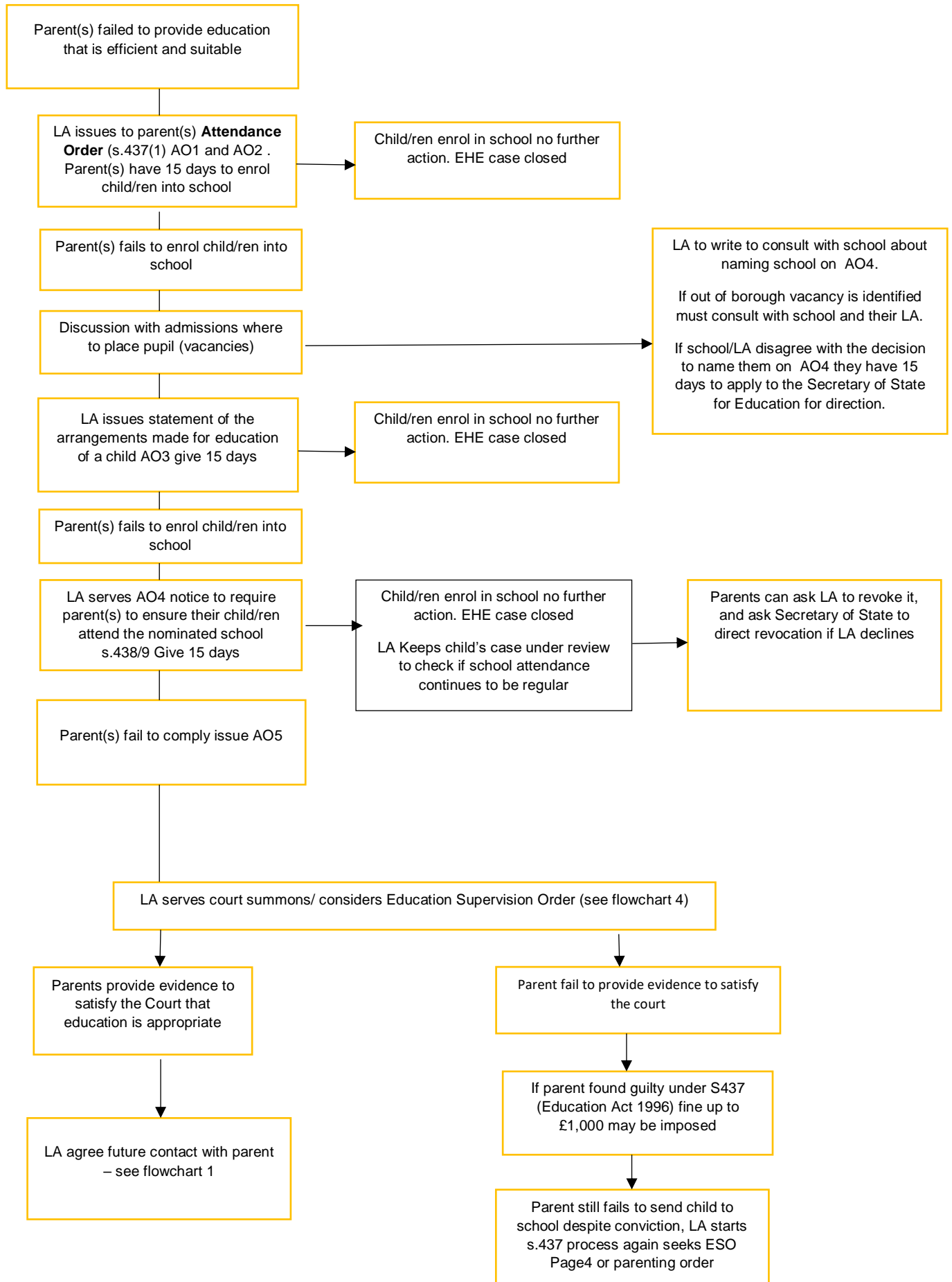
ELECTIVE HOME EDUCATION DE-REGISTRATION PROCESS FOR PUPILS ATTENDING SPECIAL SCHOOLS AND MAINSTREAM SCHOOL



*If following an EHCP annual review there are concerns with the home education provision, the LA concern with home education provision (flowchart 3) should be followed

LA CONCERN WITH HOME EDUCATION PROVISION

Attendance Order



Flowchart 4

