

Elective Home Education

Local Authority Protocol, Information
and Guidance

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1. Introduction

- 1.1 Elective Home Education (“EHE”) is the term used by the Department for Education (“DfE”) to describe parents’ decisions to provide education for their children at home instead of sending them to school. This is different to home tuition provided by a Local Authority or education provided by a Local Authority other than at a school.
- 1.2 EHE is an option that any family may consider for their children. The reasons for deciding on this approach may be many, as are the styles of education undertaken. Some families may base their decision on their philosophical, spiritual or religious outlook. For others it may be to meet the specific needs of a child or children. Sometimes it may be because of dissatisfaction with the ‘system’ or used as a short-term intervention for a reason.
- 1.3 The DfE “Elective Home Education Guidelines for Local Authorities”, published in April 2019, emphasises the importance of Local Authorities building effective relationships with home educators that function to safeguard the educational interests of children and young people, relationships that are rooted in genuine mutual understanding, trust and respect. This revised protocol seeks to build improved relationships with home educators and provide a means to effectively protect the educational and safeguarding interests of children being electively home educated where vulnerabilities are identified.
- 1.4 The London Borough of Waltham Forest (LBWF) is unable to offer any financial support to parents who elect to home educate their child/ren.

2. Purpose

- 2.1 This document aims to clarify for schools, parents, carers, guardians and related agencies, the protocol and procedures to be observed when a parent elects to home educate their child who is of compulsory school age.
- 2.2 The protocol sets out parents’ rights to educate their children at home, together with the legal duties and responsibilities of Head teachers and the LBWF. It also sets out the arrangements the Behaviour, Attendance and Children Missing Education (BACME) Service from the LBWF will make in order to carry out its legal duties.
- 2.3 The Law says that a local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children. This would include children who are electively home educated.

The vast majority of parents choosing to EHE their child/children are doing this for the right reasons however a number of recent, high-profile cases in which children have been placed at risk whilst being electively home-educated suggest the following;

- Home-educated children are subject to less monitoring and scrutiny than those who attend school. Services are less likely to become aware of the signs of abuse or neglect.
- Parents of children with special educational needs, particularly those with complex and/or profound needs, are likely to struggle with the practical and emotional difficulties of providing home education. Such parents may lack the support of others and become isolated.

It is, therefore, vital to gather information about vulnerable children/families and to share it systematically with relevant officers and workers.

It is parental responsibility to ensure their child is receiving suitable education and that their child's social, emotional needs are being met.

LBWF BACME have a responsibility to monitor the suitability of the education in place for all children. Where LBWF BACME are made aware of any concerns regarding the suitability of education by partner services, contact will be made with parents to meet with parent and their child/ren to ascertain if the education in place is adequate in line with the DFE guidance.

3. The law relating to elective home education

3.1 The responsibility for a child's education rests with the parents. Education is compulsory in England, however, school is not. Article 2 of Protocol 1 of the European Convention on Human Rights states:

"No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions".

Parents have a duty to secure an appropriate full-time education for their children. Some parents choose to do this by educating their child/ren at home. They do it because they judge it to be the best way to carry out this duty.

Section 7 of the Education Act 1996 states that:

"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –

(a) to his age, ability and aptitude, and

either by regular attendance at school or otherwise."

3.2 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", and 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". It is appropriate for EHE lead BACME officer to be mindful of this when planning education provision.

3.3. Article 2 of Protocol 1 of the European Convention on Human Rights states that:

"No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions."

3.4 Parents must comply with notices and orders served by the LBWF under Section 437 of The Education Act 1996, if it appears that parents are not providing a suitable education. This will apply where no evidence is provided by which the local authority is able to judge progress and that appropriate provision is in place.

3.5 There is no legal definition of what constitutes a "full-time" education. Measurement of "contact time" in this way is not relevant in the context of elective home education, where the child often has continuous one to one contact with the educator and the types of educational activity which the child follows may be varied and flexible.

3.6 Compulsory school age begins on the next prescribed day following a child's fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August each year. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach the age of sixteen.

4. Parental rights and responsibilities

4.1 Parents are responsible for ensuring that their children receive a suitable education. The LBWF recognises that parents have the right to choose to educate their child at home rather than at school. Where parents choose to home educate, LBWF consider it to be desirable for parents and the LA to work together, recognising each other's rights and responsibilities and establish and maintain a positive dialogue in the interests of the child to ensure that a high quality education is received and children are safeguarded.

4.2 Many families make a pro-active decision to home educate. Such families usually provide an extremely high standard of education for their children. However, some families may feel that electing for home education is the only available option when it appears that school issues cannot be resolved or where personal circumstances mean that attending school regularly is problematic. LBWF BACME can be contacted to discuss any issues that may be a barrier for their child in attending school for advice and guidance about alternatives to home education. The LBWF's BACME Service aims to support families in these situations to ensure families understand the implications of the child no longer being on a school roll, for example having to take qualifications as an external candidate.

4.3 Where young people are entering EHE during Key Stage 4, particular attention will be given to ensuring appropriate learning pathways are discussed with relevant parties. There is an expectation that clear plans will be in place for achieving recognised qualifications at age 16 and securing progression to post

16 learning or employment with training, and, recognising the vulnerability of becoming NEET (“not in education, employment or training”) for young people who exit school at this late stage.

- 4.4 It is appropriate that parents and children choose a type of education that is right for them. It is equally important that the EHE lead BACME officer understands and is supportive of the many differing approaches or "ways of educating" which are all feasible and legally valid. The role of the EHE lead BACME officer is to respond to concerns that a child is not receiving suitable education for his or her age, ability and aptitude and, where appropriate, provide support and information for parents. It is not the role of the EHE lead BACME officer to tell parents how to educate their children.
- 4.5 Parents are able to exercise their right to home educate their child from a very early age and so the child may not have been previously enrolled at a school. They may elect to home educate at any other stage up to the end of compulsory school age.
- 4.6 Where a child has been registered at a mainstream school, parents are required to notify the school in writing when withdrawing their child/ren for the purpose of EHE. This is to confirm that provision is being made for the child/ren’s education otherwise than at school and requesting removal from the school’s roll.
- 4.7 Consent of the LBWF is required to de-register pupils placed at a special school under arrangements made by an LBWF (see section 7). Where a child/ren are registered at a school as a result of a school attendance order, parents must ask the LBWF to revoke the order.
- 4.8 Parents are required to provide an efficient, full-time education suitable to the age, ability and aptitude of the child/ren. There is currently no legal definition of “full time”. The length of time children should be involved in learning is not specified in law. As guidance, children in school spend between 21 and 25 hours on schoolwork for 38 weeks of the year.
- 4.9 Parents may choose to employ others to educate their child, though they themselves are still responsible for the education provided. In these circumstances, parents are responsible for ensuring that those whom they engage are suitable to have access to children. It is strongly recommended that parents arrange for a Disclosure and Barring Service (DBS) check prior to employment and that there are arrangements made for ongoing supervision. The Disclosure and Barring Service (DBS) runs checks to prevent unsuitable people from working with vulnerable groups of people such as the elderly and children. Once a DBS check has been carried out, an employer can then request to see a person's certificate. It is recommended that parents ensure that such people are qualified and suitable, to each their child. These checks are important to safeguard their child’s physical and emotional wellbeing.
- 4.10 If the child is below compulsory school age, parents do not need to inform the LBWF. However, the intention of the LBWF is to be supportive and to work in partnership and therefore the LBWF is grateful if parents notify and inform of their intention prior to compulsory school age.
- 4.11 Parents who elect to home-educate assume full financial responsibility for their

child's education, including the costs of private tuition, courses and public examinations. However, colleges can claim the cost of course fees directly from the Education Skills Funding Agency on an individual basis for home educated young people under 16 when parents and colleges are able to reach suitable individual arrangements. These individual arrangements are not brokered through the Local Authority but directly between parents and colleges.

5. Responsibilities of Schools in Waltham Forest

- 5.1 If parents inform schools, they are considering home education, it is important that schools and parents are fully apprised of the expectations and implications of home educating before committing to making this important decision.
- 5.2 There is no legal requirement for parents to discuss home education with the school but if a parent does approach the school to discuss the possibility of home educating, the Local Authority expects the school to respond positively and constructively. If parents are considering home education because of a dispute with the school, the Local Authority expects the school to take necessary steps to resolve the issue. This is likely to be scrutinised by the Local Authority. The school should signpost the parent to the LBWF's EHE Lead BACME Officer for further advice and guidance to enable them to make an informed choice before parents notify the school in writing.
- 5.3 Schools must not seek to persuade parents to educate their child at home, nor would it be recommended for parents to elect to educate their children at home as a way of solving a perceived or ongoing problem for a school. LBWF BACME can be contacted for advice and guidance before a decision is made to educate their child.
- 5.4 The Local Authority will contact electively home-educating parents who remove their child from a school roll. If it is found that a parent has been encouraged by school to remove their child from roll for the purposes of elective home education, this will be challenged, and the child reinstated on roll when appropriate with parental consent.
- 5.5 When a parent reports that they have been encouraged to remove their child from roll for the purposes of elective home education and then finds that they are unable to cope with the commitment, the expectation is that The Fair Access Panel will name the previous school for placement where appropriate. This will be in discussion with the parent and the school in the interests of the young person.
- 5.7 When parents are opting to home educate due to a breakdown in relations between the school and family, there should be a presumption that mediation will be explored prior to a final decision being made on whether to remove the child from the school roll and that the LBWF can be engaged in that process.
- 5.8 The LBWF would expect all schools in the borough to have had a discussion with parents, signposting them to support and guidance before making any formal decision.

5.9 When a school receives written notification from a parent of their intention to home educate their child, it is the responsibility of the school to: -

- Delete the child's name from their admissions register upon receipt of written notification from the parents that the pupil is receiving education otherwise than at school.
- Schools **must** inform the LBWF that they have removed the child/ren from roll. A copy of the parent letter should be provided to the LBWF through the BACME-Referral email accompanied where possible with the signed EHE Agreement (Appendix 1). It is important that the school informs the LBWF of the reason for deletion in order to ensure appropriate support is in place for parents. This should be done at the point of deletion from roll.

5.10 If a child/ren are registered at a school as a result of a school attendance order, the parents must request that the order be revoked by the LBWF on the ground that the arrangements have been made for the child to receive suitable education otherwise than at school, before the child/ren can be removed from the school roll and educated at home.

5.11 The school is responsible for raising any safeguarding concerns relating to a child with the Multi-Agency Safeguarding Team (MASH). Home Education is not, in itself, a safeguarding concern. The school must retain the child's school file. Parents can request a copy of this file from the school to assist them in planning their child's education.

5.12 If a child has a statement of Special Education Needs (SEN) or an Education Health Care (EHC) Plan, please also refer to section 7.

6. The LBWF responsibilities and procedures

6.1 Whilst there are no statutory duties in relation to the routine monitoring of the quality of home education, under Section 437(1) of the Education Act 1996, LA's shall intervene if it appears that parents are not providing a suitable education. This section states:

"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 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".

6.2 Section 437(2) of the 1996 Act provides that the period shall not be less than 15 days beginning with the day on which the notice is served.

Section 437(3) of the 1996 Act provides for the serving of School Attendance Orders:

If:

- a) a parent on whom a notice has been served under subsection (1) fails to satisfy the LA, within the period specified in the notice, that the child is receiving suitable education, and
- b) In the opinion of the LA 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 on the order.

6.3 When the LBWF becomes aware that parents have elected to home educate, an initial contact will be made within five school days with the parent. The purpose of this contact is to undertake preliminary discussions regarding suitable education provision for the child/ren and to arrange an initial meeting.

6.4 Within 10 school days or upon receiving notification, an initial review of the suitability of EHE will be completed by the EHE Lead BACME Officer. Ideally this review will take place in person at the family home and include both parents and child/ren. It is recognised that some parents may wish to meet at another venue and this is also acceptable.

6.5 The LBWF accepts that in the early stages, parents may not yet be in a position to respond fully to such enquiries. In such cases, a reasonable timescale for responding will be agreed with the parents.

6.6 In order to determine the suitability of education provision, an assessment process will be undertaken, which incorporates reviewing and asking for evidence in the following areas: -

- Academic Subjects
- Personal Development and Social Skills
- Physical Activities
- Creative and Self Expression
- Technology
- Child’s Special Interests and Aptitudes

6.7 The review process also incorporates checks on Mosaic and the One system to ascertain if there are any additional vulnerabilities or risks that need to be considered within the review process.

6.8 Children should attend any meetings and we welcome their contributions and thoughts on the information provided. It is important to the LBWF that the views of the young person are sought and listened to.

6.9 If the assessment concludes that suitable education is being provided then a written report to the parents will confirm this and an annual review booked in.

- 6.10 Should the EHE Lead BACME Officer have concerns that the child/ren are not receiving a suitable education, following the review then parents will be advised via a formal written report.
- 6.11 The written report, completed following a visit and or contact, will outline what the specific concerns are and why the EHE Lead BACME Officer is concerned about this. The written report will also include a second review date* with which the parent will need to demonstrate suitable education is being delivered to their child/ren. Wherever possible, parents will have been informed of this in a face to face conversation beforehand and will have been given guidance about ways in which suitable education to meet the needs of the child/ren may be provided.
- * The review date is agreed with a Senior or Manager based on the risk and vulnerability of the child/ren. This decision will be evidenced in Mosaic under manager's decisions and will not be longer than 6 weeks.
- 6.12 At the second review if there remains no demonstrable evidence that suitable education is being provided then the parents will be advised in writing that they have 15 school days with which to apply for a school place.
- 6.13 If after 15 school days parents have not applied for a school place then the process to apply for a School Attendance Order will be instigated.
- 6.14 If parents fail to engage with the EHE lead BACME officer and provide any education plan then the Local Authority will assume that the education being provided is not suitable and a School Attendance Order will also be instigated.
- 6.15 The London Borough of Waltham Forest considers that the taking of the above measures shall be a last resort after all reasonable avenues have been explored to bring about a resolution of the situation. At any stage following such an order, parents may present evidence to the LBWF (or the court) that they are now providing a suitable and appropriate education and apply to have the order revoked.

7. Children with Special Educational Needs

- 7.1 Parents' right to educate their child/ren at home applies equally where a child has special educational needs (SEN). This right is irrespective of whether the child has an Education, Health and Care (EHC) plan or not.
- 7.2 Where parents elect to home educate a child with an EHC plan who is registered at a mainstream school, the school (as described in section 5) will remove the pupil from roll, following receipt of written confirmation from parent that educational provision is being made otherwise than at school. The school should inform parents of the legal position and inform The School Admissions Service, BACME Officer for Elective Home Education and the Special Education Needs Service (SEN). LA approval is not required regardless of whether or not the child has an EHC plan unless registered at a special school. That said, the LA would strongly recommend advising the SEN Services immediately however has a Review of the EHC plan will still need to be conducted. The EHE lead BACME officer will be involved in the EHC plan review conducted by the SEN Services.

- 7.3 On confirmation from the SEN Services that a child, who is attending a special school, has been removed from roll for EHE, the updated EHC plan will be sent to BACME. The BACME Officer with a lead for EHE will then review home education provision in line with the timeframes detailed above.
- 7.4 On confirmation of a child, who is attending a mainstream school, has been removed from roll for EHE, the BACME Officer with a lead of Elective Home Education will notify the SEN Service and Admissions.
- 7.5 Where a child who is home educated has an EHC plan, the LA retains a duty to maintain and review it annually. Following the procedures set out in the Code of Practice for SEN. Parents should always be involved in the review process. However, it is not mandatory to see the child or the home as part of the review. Ideally the BACME Officer with a lead of Elective Home Education will attend the annual review to prevent additional meetings if the parents wish for only minimal contact and there are no other concerns.
- 7.6 Parents do not have to arrange provision detailed in the EHC plan but do have a duty to provide an education suitable to their child's age, ability and any special educational needs. Where parents elect to home educate a child with an EHC plan, this change of placement will be reflected in the plan. The plan may identify provision to be secured by the LA, where the LA considers it necessary to assist parents to fulfil their responsibilities.
- 7.7 Parents' right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan. The Local Authority has a duty to review Education, Health and Care (EHC) plans annually, following procedures set out in the "SEND code of practice: 0 to 25 years". Annual Review meetings will be convened and chaired by the Assessment, planning and Review Officer (APRO) for electively home educated children. The Local Authority will make it clear to parents that they are welcome to attend but are not obliged to do so.
- 7.8 If the child is on the roll of a special school or mainstream school specified by the child's Education, Health & Care Plan, the child's name may not be removed from the school register without the Local Authority's consent, or if the Local Authority refuses to give its consent, at the Secretary of State's direction [Regulation 8(2) Education (Pupil Registration) (England) Regulations 2006]. Schools/academies should call an early review as soon as they are aware of an intention to home educate. To assess whether home provision is suitable for the special education needs of the child, parents will be asked to provide information regarding the home education provision. The Local Authority will only be relieved of its duty to arrange the provision specified in the child's EHC plan if it is satisfied that the parents' arrangements are suitable.
- 7.9 If the Local Authority is satisfied with the parents' arrangements it will continue to have a duty to maintain and review the EHC plan annually until, it decides to cease the EHC plan or the EHC plan automatically lapses; or the EHC plan is transferred to another Local Authority. The Local Authority does not have to name a school/setting in part 4 of the child's EHC plan, though it may state the type of school it considers appropriate. In cases where local authorities and parents agree that home education is the right provision for a child or young person with an EHC plan, the plan should make clear that the child or young

person will be educated at home. If it does then the local authority, under Section 42(2) of the Children and Families Act 2014, must arrange the special educational provision set out in the plan, working with the parents. Under Section 19 of the Act, a local authority must have regard to the views, wishes and feelings of the child and his or her parents, or the young person.

7.10 Where it appears to the Local Authority that a child is not receiving education suitable to age, ability and aptitude and SEN, the procedures set out in section 6 will be followed. If the EHC plan remains in place, it will be maintained and reviewed annually and amended where necessary. The annual review will be arranged by the APRO.

7.11 A parent who is educating their child at home may ask the Local Authority to carry out a statutory assessment of their child's special educational needs and the Local Authority will consider the request within the same statutory timescales and in the same way as for all other requests.

8. Safeguarding

8.1 The Law says that a local education authority *shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children*. This would include children who are electively home educated.

8.2 A number of recent, high-profile cases in which children have been placed at risk whilst being electively home-educated suggest the following.

- Home-educated children are subject to less monitoring and scrutiny than those who attend school. Services are less likely to become aware of the signs of abuse or neglect.

8.3 Parents of children with special educational needs, particularly those with complex and/or profound needs, are likely to require additional support with the practical and emotional difficulties of providing home education. Such parents may lack the support of others and become isolated.

8.4 It is, therefore, vital to gather information about vulnerable children/families and to share it systematically with relevant officers and workers. The BACME Officer with a lead for EHE should have identified newly referred children who may be vulnerable to not receiving their education entitlement. Indicators of vulnerability may include: -

- Children in the care of a Local Authority.
- Children known to Social Care, including those who have a child protection plan or those who have been designated as children in need.
- Children who have previously been known to social care, but where the case is not currently active.

- Children who have significant levels of special educational need, including those who have an EHC Plan or are awaiting one.
- Children belonging to groups where there is evidence to suggest that they may not always receive their full education entitlement.
- Children for whom an Early Help Assessment has been created.
- Children whose parent/guardians are at risk of prosecution due to their children's poor attendance at school
- Children who are being electively home educated to avoid a permanent exclusion.
- Pregnant girls or teenage parents.

8.5 The BACME EHE lead will follow WF safeguarding procedures at all times and work with relevant agencies and individuals to proactively safeguard and promote the welfare of children and where there are any concerns about the welfare of a home educated child, they will initiate and follow established procedures. Children's services will work collaboratively to proactively safeguard and promote the welfare of children and in the event of any concerns about the welfare of a home educated child, initiate and follow through established safeguarding procedures, which will include sharing information with GPs, health visitors and other health professionals in the interest of a child or young person.

8.6 The BACME EHE lead will liaise with Children's Services on those occasions where there is uncertainty about the welfare of a child or young person. Should there be any risk of harm to the young person, the BACME EHE lead will make a referral to the Multi-Agency Safeguarding Hub. The BACME EHE lead will explain the reasons for any welfare concerns to the parents in accordance with referral procedure.

8.7 WF Council acknowledge that parents can decide to EHE at any time; however it considers that where a child is made subject to a Child Protection plan, currently subject to a child protection plan, or is child in need, the conference chair/ chair of the child in need meeting will make clear that if the parent/carer has already declared EHE, or states an intention to do so, the risk will be re-considered in light of this information with the likelihood that the child could be considered at risk of harm as a consequence of being in receipt of EHE.

8.8 On receipt of a notification to EHE, the Conference Chair (CP) or the Team Manager or the CIN Review Chair, which is the Social Worker will:

- If necessary, ensure the plan is updated or reviewed to safeguard the child at the next Child Protection Conference, Core Group or Child in Need meeting.
- 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 as a result 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.
- 8.9 Where education provision is not immediately available, or the risk assessment indicates that EHE is acceptable, 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 whilst not in education and that annual visits from the EHE team will form part of any future agreement with the family should the case be 'stepped down'.
- 8.10 For families who have moved to LBWF where elective home education is determined through the Children Missing Education service there will be a requirement for a home visit to be conducted by the CME Officer and for parent/s to provide written notification of their intention to Elective Home Educate their child/ren.
- 8.11 In relation to **vulnerable children**, the following guidelines must be followed: -
- EHE Lead BACME Officer will liaise with all professionals involved with the child/ren and ensure Mosaic is updated to reflect that the child/ren is now EHE.
 - The initial meeting must be arranged within 10 schools days (Unless authorised by a senior or manager) of the child becoming home educated. If after several attempts, face to face contact has not been made, the provision must automatically be viewed as unsuitable. This should be explained to the parent.
 - In these cases, strategy will be decided upon by the appropriate lead professional in conjunction with the BACME Officer.
 - If the situation is considered to be potentially unsafe, a request for Help, Support and Protection should be completed and submitted to the MASH without delay.
 - If it is not possible to arrange monitoring at all, the case should be discussed with the BACME Senior Practitioner for decision on strategy.
 - If there are concerns about the immediate safety of the child consideration will be given to seeking the involvement of the Police and children and Social Care.

9. Reviewing policies and procedures

- 9.1 The LBWF is committed to a successful education for all children and recognises that elective home education can work well for some children. If, after careful consideration, parents decide to educate at home, the LBWF hopes that this proves to be a happy and constructive experience. The LBWF is not able to provide teaching support or detailed curriculum plans but will offer encouragement and advice. The LBWF will review this protocol and procedures in relation to EHE annually.

10. Support, guidance and resources provided by the Local Authority

The BACME service provides the following support in regards to EHE:

- Signposting parents to resources and services
- Publishing written information about EHE that is clear, accurate and sets out the legal position, roles and responsibilities of both the Local Authority and parents;
- Discussing the implications of EHE with parents before they make the decision to leave or enter the school system;
- Producing and distributing accurate written records of meetings with home educating parents and children;
- Promoting positive relationships with elective home education families based on mutual understanding, respect and trust in order to safeguard the educational interest of children.
- Seeks to mediate between schools and potential EHE families when the relationship has broken down and parents feel obliged to withdraw their child.

11. Complaints

11.1 Any concerns should in the first instance be taken to the BACME Officer for Elective Home Education:

Email: BACME-Referral@walthamforest.gov.uk

Tel: 0208 496 1718

11.2 If concerns remain, parents are able to make a complaint to the Local Authority. Information on the Local Authority complaints process can be found on the LA website <https://www.walthamforest.gov.uk/content/complaints>