

**Education
Welfare Service**

ELECTIVE HOME EDUCATION

Guidance Booklet for Parents and Carers



2025

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What is Elective Home Education?

Elective Home Education is education provided by someone other than school for example, parents teaching their own children at home.

What is the purpose of this booklet?

The information within this booklet is for parents and carers who have chosen to educate their child at home rather than at school. This document is aligned to the DfE Elective Home Education Departmental Guidance for Local Authorities. (April 2019). It is designed to set out for parents and carers:

- ✓ The legal position on educating children
- ✓ The processes involved
- ✓ Additional information and support that maybe useful

Do you have to send your child to school?

Parents have a responsibility to provide an education for their children from the age of 5 years old to the last Friday in June in the school year in which their child reaches 16 years old. Section 7 of the Education Act 1996, states:

*“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
(b) To any special educational needs he may have, either by regular attendance at school or otherwise.”*

Most parents/carers send their children to school. Staff in schools are trained and schools have the resources to offer children varied experiences and opportunities for making friends. Parents/carers do have the right to arrange for their children to be educated other than by attendance at school and a small number of parents/carers in Halton choose to either arrange for their children to receive tuition or to educate them themselves.

Halton's Approach to Home Education is that:

- ✓ We believe schools in Halton offer children opportunities to achieve their potential.
- ✓ We respect the right of parents and carers to choose to educate their children at home.
- ✓ We wish to work in partnership with parents and carers who wish to home educate to help them meet the challenges.

What is 'Raising the Participation Age'?

The Education and Skills Act (2008) places a duty on all young people to participate in education or training until their 18th birthday. You can continue to home educate your child Post 16, or your child can progress to an FE College, 6th form College, Specialist College, Post 16 provider or to a 6th form in a school environment.

What are the duties of parents/carers?



What do you need to consider?

Most parents/carers think long and hard about taking the step to educate at home. It is worth considering these issues:

- ✓ Educating your child outside the school system will require a major commitment of your time.
- ✓ There is no financial assistance for home educators; so inevitably, some expense will be incurred for families, including entry to exams. However, we live in an information rich society, and there is a vast amount of educational information available for free. Regular use of the library means that you do not have to buy lots of books, and you can access information by using the internet at home and at the library.
- ✓ Attendance at school is often about more than just schoolwork. Many of the lessons learned are about how to get on with other people.
- ✓ It may be difficult for one person to provide a broad education, or the range of subjects your child wishes to learn about.
- ✓ If you want your child to return to school at some point, or take public exams, you will need to think how you will make this an easy step for your child.

- ✓ Consider the impact on the range of Post 16 options your child will be able to progress to, including what qualifications your child will achieve at home to allow them to progress to a Post 16 course or apprenticeship.

Safeguarding

Under Section 175(1) of the Education Act 2002, the Local Authority has a general duty to safeguard and promote the welfare of children. The Local Authority has powers to enable it to insist on seeing children to enquire about their welfare, where there are grounds for concern. Such powers, however, do not give the Local Authority the ability to see and question children who are being home educated, in order to establish whether they are receiving a suitable education.

- ✓ The Local Authority will aim to discharge its safeguarding duty in relationship to home educated children by working in partnership with parents and will always seek to see, speak with and establish the views of the children who are home educated.
- ✓ Should any safeguarding concerns emerge in the course of engagement with home educating families; these will be referred immediately to the appropriate authority, using established Local Authority safeguarding protocols.
- ✓ Whilst a failure to respond to informal enquiries made by the Local Authority will not, in itself, be seen as evidence of safeguarding concerns, repeated and persistent failure to respond, together with other additional information, may cause the Local Authority to consider the need for further actions, as outlined above.
- ✓ If we become aware that the parents of a child who is the subject of a Child Protection Plan or Child in Need Plan intend to electively home educate, the Local Authority will consult and review the matter with Children's Social Care.
- ✓ Where the child is supported under a MAP (Multi Agency Plan), the MAP Lead Professional will arrange a multi-agency meeting, if it is felt to be applicable.
- ✓ All Local Authority members of staff working with electively home educated families will have a current DBS & relevant safeguarding training & information.
- ✓ All staff will carry a Halton Borough Council photographic identity pass

What is the legal duty of the Local Authority?

The law requires Local Authorities to be satisfied that parents/carers are providing an "efficient" and "suitable" education which takes account of "the age, ability and aptitude and any special needs that the child may have."

We will arrange for a representative of the Local Authority to contact you to discuss how you are educating your child.

What is an "efficient and suitable education"?

An interpretation by the judiciary of these words in the Education Act 1996 is that the education should prepare a child for life in the modern society and enable them to make progress towards their potential. It is also the duty of the Local Authority to ensure the safety and wellbeing of the child.

Schools maintained by the State are required to teach these National Curriculum subjects:

English	Art and Design	Music
Mathematics	Geography	Physical Education
Science	History	Technology
A foreign language (for children over 11)	Personal, Social, Health Education (PSHE)	Information Computer Technology (ICT)
Religious Education		

If you are educating your child at home, you are not required to follow the National Curriculum. However, it provides a useful guide and if at a later date your child returns to school, it could make re-integration into mainstream schooling much easier. Copies of the National Curriculum are available from the Department of Education on their website www.education.gov.uk. Should you wish to enter your child for public examinations, such as GCSE, you will need to contact an Examination Board directly.

As a parent/carer you may choose to employ others to educate your child, however you are still responsible for the education provided. In these circumstances, parents/carers are responsible for ensuring that those whom they engage are suitable to have access to children. It is appropriate that any tutor should also be able to demonstrate that they have Disclosure and Barring Service (DBS) clearance and are able to provide references. Details of DBS checks are available from government website: www.gov.uk

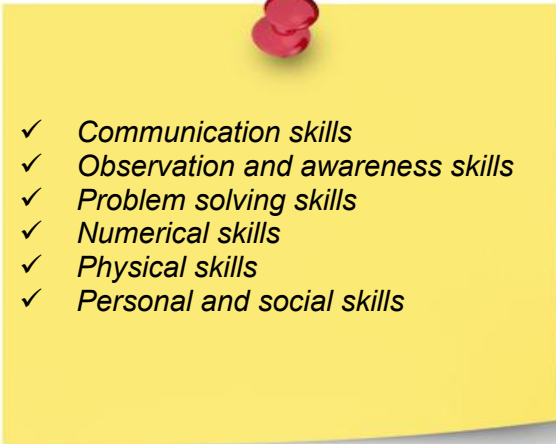
When deciding how much time to devote to your child's education you may find it helpful to know that the Department for Education recommends the following weekly teaching hours:

- ✓ 21 hours for 5-7 year olds
- ✓ 23.5 hours for 8-11 year olds
- ✓ 24 hours for 12-16 year olds



Pupils are required to attend school for 190 days each year.

Education should impart knowledge but also help children develop a range of life skills. You should consider how the education you provide would help your child to develop:

- 
- ✓ *Communication skills*
 - ✓ *Observation and awareness skills*
 - ✓ *Problem solving skills*
 - ✓ *Numerical skills*
 - ✓ *Physical skills*
 - ✓ *Personal and social skills*

What ways are there to show evidence of an “efficient and suitable education”?

If you decide to educate at home the Local Authority will approach you to ask for evidence that your child is receiving an efficient and suitable education. You could do this in a number of ways.

- ✓ Meet the Local Authority representative at home, with or without your child to discuss work and progress
- ✓ Meet the Local Authority representative elsewhere, with or without your child to discuss work and progress
- ✓ Write a report

- ✓ Provide examples of work
- ✓ Provide evidence in any other form

If your decision to electively home educate your child is as a result of relationship, attendance or behaviour difficulties at school, then please contact the Education Welfare Service on 0151 511 8231 for support to resolve any issues.

What should I do if my child has Special Educational Needs and/or Disability (SEND)?

If your child has SEND it does not stop you from educating your child. If your child attends a special school (Brookfields, Cavendish High, Chesnut Lodge or Ashley) the legal arrangements are different and, if you wish to discuss home education in these circumstances, you must contact the Education Welfare Service on 0151 511 8231.

If the school is a special school, the local authority must give consent for the child's name to be removed, but this should not be a lengthy or complex process.

When a child with an Education, Health and Care (EHC) Plan (previously a Statement of Special Educational Needs) is electively home educated this is stated in the legal document (EHC Plan or Statement). The Local Authority under Section 42(2) of the Children & Families Act 2014 must arrange the special educational provision set out in the Plan, working with parents.

In cases where the EHC Plan gives the name of a school or type of school and the parents decide to educate at home, the Local Authority is not under a duty to make the special educational provision set out in the Plan, provided it is satisfied with the arrangements made by the parents are suitable.

The Local Authority must, under section 19 of the above Act, have regard to the views, wishes and feelings of the child and his/her parents, or the young person.

The Local Authority must review the EHC Plan annually to assure itself that the provision set out in it continues to be appropriate and that the child's special educational needs continue to be met.

Local Authorities do not have a duty under section 22 of the Children & Families Act 2014 to assess every home educated child to see whether or not they have SEND but would work in partnership where the Local Authority already knows the children who have SEND or the parents have drawn the children's special needs to the authority's attention.

What do I need to consider before deciding to educate my child at home?

Think long and hard	Speak to people	Plan	Keep your options open
• It is a great responsibility and a considerable commitment of time and energy. Don't take your child out of school just because you have had a disagreement. Do speak to the Head Teacher or the Local Authority.	• The Local Authority Elective Home Education representative (details at the back of this booklet) • The school's Attendance Officer • Your school Health Advisor • Useful websites and addresses at the end of this information pack	• Plan what you intend to do with your child before making a decision. • Look at costs that might be involved - educational visits, equipment and books. • Look at and plan opportunities for your child to be involved in social activities.	• Your child's needs may change at different ages and stages. The Local Authority will always be willing to find a place for your child at a school, which can best provide for his/her needs.

If I decide to educate my child at home, what do I need to do?

If you are withdrawing your child from a mainstream school to electively home educate them you should provide **written** notification to the Head Teacher of the school that you intend to electively home educate your child/children. Your child's name will then be deleted from the school's attendance and admissions register.

The consent of the Local Authority is required to withdraw a child with an Education, Health & Care Plan (previously a Statement of Special Educational Needs) who attends a special school, as above. The Local Authority remains under a duty to maintain the Education, Health & Care Plan and review it annually as set out in the SEND Code of Practice. Parents have a right to make representations to the Secretary of State in cases where the Local Authority does not agree to home education in these circumstances.

What happens next?

The school will inform the Local Authority within 10 days that you are taking responsibility for your child's education. The Local Authority will let you know that your child's name has been taken off the school roll.

- ✓ We will send you a questionnaire, which we would ask you to fill in and return. This is about your plans to electively home educate your child.
- ✓ A Local Authority representative will contact you to discuss your plans to educate your child electively and arrange a home visit.
- ✓ If your child has an Education, Health & Care Plan, the Local Authority continues to have a statutory duty to undertake an annual review. You and your child will be invited to these.
- ✓ You will be required to show evidence of your child's education.
- ✓ You will receive an announced progress visit within 3 months of elective home education.
- ✓ If your child is in Year 11 a member of the 16+ Education to Employment (E2E) Team will make contact to talk about plans for Post 16 education or training.

What if the Local Authority is not satisfied with the education provided?

We aim to work in partnership with parents/carers. We find most disputes can be resolved without entering into statutory procedures.

If there are concerns about the education a child is receiving the following process will take place:

- ✓ we will inform the parent in writing of these concerns.
- ✓ there is then an opportunity to adapt the education being provided, so that it meets the necessary requirements.
- ✓ a further arrangement is then made to review the work that the child is doing. If this appears to Children's Services that a suitable education is being provided, no further steps are taken.
- ✓ if it still appears that an efficient and suitable education is not being provided for the child, the Local Authority is required to make a School Attendance Order. This requires parents to register their child at school. Where parents do not do so, a court summons may then be issued.
- ✓ at any stage during this process, the parents may present evidence that they are now providing a suitable education and have the order revoked

If I want my child to return to school, what do I do?

You can make an application for a school of your choice to the Local Authority's Admissions Team. Alternatively, you can discuss this with your Home Education Local Authority representative, who will be able to help you.

Education Welfare Service contact details

Julia Calcasola

Email:
julia.Calcasola@halton.gov.uk
Tel 0151 511 6997

Samantha Yates

Email:
samantha.yates@halton.gov.uk
Tel 0151 511 7319

Julie Whitehead

Email:
julie.whitehead@halton.gov.uk
Tel 0151 511 7673

Debbie Houghton

Email:
debbie.houghton@halton.gov.uk
Tel 0151 511 8231



Halton Borough Council's 16+ Education to Employment (E2E) Team can offer careers related support to Year 11 pupils who are being electively home educated to help them make the transition from Pre 16 to Post 16 learning.

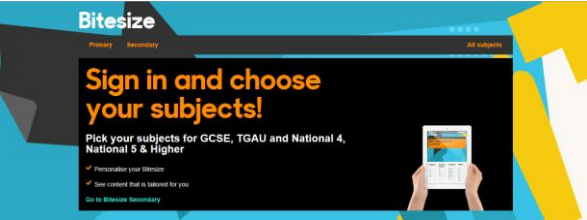
**16+ Education to Employment
Team: 0151 511 8834**

16+e2eteam@halton.gov.uk

www.facebook.com/hpsyourfuture

Useful Contacts

<u>Education Otherwise</u>  Education is compulsory - school is optional	educationotherwise.org 0845 4786 345 This is a membership organisation which provides information and support for families whose children are being educated outside school.
<u>DfE</u> 	www.education.gov.uk The Department for Education is responsible for education and children's services. This is a useful site for GCSE information.
<u>Home Education Advisory Service</u> 	www.heas.org.uk (01707) 371 854 HEAS offers information for home educators, including advice about educational materials, resources, GCSE examinations, special educational needs, information technology, legal matters and curriculum design. HEAS produces a range of leaflets and the Home Education Handbook.
<u>CGP Books</u> 	www.cgpbooks.co.uk From Primary to A-Level, SATS to GCSE... a large selection of revision and practice material
<u>Parentline Plus</u> 	www.parentlineplus.org.uk 0808 8002222 Parentline Plus works to offer help and support through an innovative range of free, flexible, responsive services - shaped by parents for parents.
	Free, time-saving teacher resources Oak National Academy Oak National Academy are an independent public body. Working in partnership to improve pupil outcomes and close the disadvantage gap by supporting teachers to teach, and enabling pupils to access a high-quality curriculum.
The Standards & Testing Agency 	https://www.gov.uk/government/organisations/standards-and-testing-agency 0300 303 3013 The Standards & Testing Agency sets test to assess children in education from the early years to the end of KS2. It is regulated by OfQual.
ED Yourself	http://edyourself.org/

 Ed Yourself	This website provides you with a clear up-to-date analysis of the key areas of elective home education practice and policy in England and Wales.
A Home Education 	www.ahomeeducation.co.uk Articles on every question you could think of surrounding issues impacting your child's home education. A Home Education was created to provide you with an accurate reference point where you will be able to read advice and information that you can trust.
Home Education in the UK – Special Educational Needs 	http://www.he-special.org.uk/ This is the web site of the HE-Special-UK mailing list. They are a group of families who Home Educate children with Special Educational Needs and disabilities.
BBC Bitesize 	https://www.bbc.com/education/ Bitesize is the BBC's free online study support resource for school-age students in the United Kingdom. It is designed to aid students in both schoolwork and, for older students, exams.
	Primary Resources - KS2, KS1, Early Years (EYFS) KS3, KS4, Twinkl Twinkl provide educators with high quality, trusted teaching and learning resources. There are hundreds of thousands of resources to download.

Useful Tips for Elective Home Education



Draw up a base line of where your child is

What can I do?

Reading
Handwriting
Talking
Listening
Maths
IT skills etc...



What do I know?

Words I can spell
Stories I can retell
Times tables I know etc.



Establish goals that will meet your child's needs, for example;

I will attempt to use multiplication facts to learn about division
I will think about how to be 'greener' in our house
I will read a new book each week
I will join a gymnastics group



Establish a routine;

Keep a log or diary
What activities are planned each week

Monday	Tuesday	Wednesday	Thursday	Friday
Mobile Library	Gymnastics	Green project	Book review	Go to see friends at play area



Review and discuss

Go back and review work. What was learned?



Link the learning together, for example

Mathematics

What is the perimeter of my house?

History

Research the history of my house, how old etc

Art

Make a line drawing of my house in pencil

Science

What materials were used to build my house

English

Imagine fairies lived in my house, write a story



Education Welfare Service Elective Home Education Flow Chart

