



**WOKINGHAM  
BOROUGH COUNCIL**

## Elective Home Education Policy

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Owner: **Carole Vernon**, Principal Education Welfare Officer

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Any questions or concerns about the contents of this policy should be raised with the Quality Assurance and Policy Team via email at: [ImpactAndInspectionTeam@wokingham.gov.uk](mailto:ImpactAndInspectionTeam@wokingham.gov.uk).

## Executive Summary

Wokingham Borough Council has statutory oversight for children and young people's education, employment and training up to the age of 18.

Wokingham Borough Council recognises the right of all parents to choose to educate their child at home and aims to develop positive and supportive working relationships with families of school-aged children who are being home educated.

The Council is committed to understanding approaches to home education by outcomes, not on the basis that a different way of educating children must be wrong. It recognises that there are many approaches to educational provision and that the suitability of education varies from child to child – depending on their individual ability, aptitude and needs.

Regardless of where a child is being educated, if it is not clear that a child is in receipt of a suitable education, the Council will take all reasonable steps to engage with the family to satisfy itself that provision is suitable. In cases where educational provision is unsuitable and fails to improve, Wokingham Borough Council has a duty to act to remedy the position – including through the use of safeguarding powers, where necessary.

As parents have for their own children, the Council has high aspirations for the educational outcomes of children and young people across the Borough and is committed to championing their rights to ensure they have fair access to suitable, efficient full-time education which gives them the opportunity to fulfil their potential.

Overall legal responsibility for a child's education rests with their parents, however the Council has moral, social and statutory duties to ensure that education is suitable and there are no risks to the child's welfare.

This document sets out the various roles and responsibilities in relation to Elective Home Education and outlines Wokingham Borough Council's policy and procedures.

## 1. Policy Context

This policy is underpinned by national legislation concerning Children, Education and Data Protection, as well as the following Department for Education guidance:

- [Elective Home Education \(Updated April 2019\)](#)
- [Working together to improve school attendance \(Updated September 2023\)](#)
- [SEND Code of Practice: 0 to 25 years \(Updated April 2020\)](#)
- [School Attendance Parental Responsibility Measures \(Updated May 2020\)](#)

It should be read in conjunction with other local procedures:

- [Children Missing Education \(CME\) Policy](#) – [accessible through the [Practice Guidance Library](#) under ‘All Children: Education’]
- [Fair Access Protocol](#) - [accessible through the [Practice Guidance Library](#) under ‘All Children: Education’]
- [Wokingham Borough Council Levels of Need and Thresholds Guidance](#)

Systems affected and used to store information:

- CAPITA ONE
- MOSAIC
- Elective Home Education (EHE) Database
- Child’s Individual Files

## 2. Data Retention

Data regarding the education of an Electively Home Educated child will only be retained by the Local Authority for as long as is necessary. In line with statutory provision set out in the Limitations Act 1980, data will be retained for no longer than 25 years.

The Local Authority will then ensure that all data when destroyed is deleted securely. Personal data on paper must be shredded and electronic data shredded with the appropriate software.

***This policy applies to all Wokingham Borough Council staff and external partner agencies who have contact with compulsory school-aged children; and parents and their children, where they are of compulsory school age and education is accessed at home. The term ‘parents’ should be taken to mean those with parental responsibility for the child.***

## 3. Introduction

All children have the right of fair access to a suitable and effective full-time education, however there is no legal requirement for this to take place in a school setting. Families are permitted to provide an education for their children at home if they choose to do so, rather than sending them to school full-time (This is referred to as Elective Home Education (EHE)).

Where families elect to home educate, Wokingham Borough Council is committed to developing positive and supportive working relationships with them. This forms part of the Council’s duty to ensure the needs of all children and young people are met – and enables safeguarding responsibilities to be fulfilled.

This policy aims to:

- Set out a clear, fair, and proportionate procedural approach in relation to elective home education for professionals and families.
- Demonstrate that Wokingham Borough Council is committed to developing positive, supportive, and respectful working relationships with all parents of school-aged children who are being home educated, without impeding families’ right to home educate.

## 4. The Wokingham Context

The Council’s Education Welfare Service has responsibility for championing educational outcomes across the Borough. Within the service, a ‘Named Officer’ is responsible for EHE policy and procedures and is available to offer advice and support to all families registered as EHE within the Borough, overseen by the Principal Education Welfare Officer.

Wokingham Borough Council is committed to working with partner agencies to raise awareness of EHE and associated policies/procedures and is working with local partners (e.g., Health bodies, GPs, and Social Care) to develop information sharing protocols to ensure that the most accurate reflection of children not attending school is generated. The Named Officer arranges training on the law and diversity of EHE methods for all Council staff and external partners who encounter home education.

## 5. The Law and Suitability of Educational Provision

The Council is committed to understanding approaches to EHE by outcomes, not on the basis that a different way of educating children must be wrong.

The Law requires parents to provide an efficient, full-time education which is suitable to the age, ability and aptitude of the child and any special educational needs the child may have.

There is no further legal definition of what constitutes such education, or a legal requirement for parents to follow the National Curriculum, therefore Wokingham Borough Council will follow national guidance and use its professional opinion to determine the suitability of home education on a case-by-case basis.

The following will be considered when assessing the suitability of home education:

- EHE should enable a child to participate fully in life in the UK by including sufficient secular education.
- The Council will interpret suitability considering its general duties, particularly in relation to: Community Development and the Safeguarding and Welfare of Children.
- The fundamental right to an effective education which achieves what it sets out to achieve.
- The individual child's ability and aptitude.
- The need for provision to ensure socialisation.
- Progress and outcomes
- The environment in which home education is being provided.
- Education should take up a significant proportion of the child's life, with allowances for holiday periods.
- There are many approaches to educational provision and what is suitable for one child may not be for another. The provision will likely involve variation and flexibility in the type of educational activity and when it is undertaken – reflecting the home educator's philosophy, approach, or framework for the education of their child.

## 6. Roles and Responsibilities

### 6.1. Parents

The responsibility for a child's education rests with their parents. In England, all parents have the right to educate their child at home, should they wish to do so (Section 7 of the Education Act 1996).

Before electing to home educate, parents should consider the time, resource, and energy they will need to dedicate to the child's education. Consideration should also be given to involving the child in the decision-making process.

Families should provide education that is of a satisfactory standard from the outset. Where families choose to home educate, parents assume full financial responsibility for the child's education – including bearing the cost of any public exams. Note that with regards to assessing the suitability of the Education provided lack of resources are not relevant, i.e., if the Parent does not have the resources to provide a suitable education, then they would be failing in their legal duty to their children.

Parents may elect to home educate their child from a very early age so the child may never be enrolled at a school. They can also choose to exercise their right to home educate at any other stage up until the end of compulsory school age. Compulsory school age starts at the beginning of the term after the child turns 5 and ends on the last Friday in June during the academic year in which the child turns 16.

There is no legal requirement for parents to inform Wokingham Borough Council of their intention to home educate. However, the Council encourages parents to:

- Notify Wokingham Borough Council when they elect to educate their child at home.
- Respond to informal requests made by Wokingham Borough Council for information about the child's education. Parents are asked to provide information such as plans, records of work and progress made, to satisfy the Council that a suitable and effective education is being provided.

Where a child is currently on a school roll, parents should inform the school, in writing, of their intention to home educate and request the child's removal from the school roll. This is not a legal requirement, (unless the Child is enrolled in a Special School or under a School Attendance Order), however, it will prevent prosecution for the child's non-attendance at a school where they are technically still on roll.

Where a parent or carer is determined to proceed with home education, schools will in all cases invite them to a meeting which includes the Named Officer together with (as applicable) staff from the Early Help Service, Children's Social Care, SEN Team, or the Virtual School.

It is recognised that to be responsive to the situation and ensure that issues are dealt with in a reasonable timescale, all professionals with need to prioritise these meetings. This will enable the full implications of the proposal to be reviewed with the parent or carer and advice provided by support staff as appropriate. The Named Officer will also seek to obtain the child's voice for this meeting.

If parents employ others to educate their child at home, it is recommended they ensure that such people are qualified and suitable to have access to children, including requesting Disclosure and Barring Service (DBS) checks. Parents can submit any information or material as evidence that a suitable education is being provided to the Education Officer at any time, in any format.

## 6.2. Wokingham Borough Council

Wokingham Borough Council recognises that home education is a key aspect of parental choice and is equal, in law, to education provided at school. The Council is committed to working with and supporting families who choose to home educate by providing advice and guidance, where requested – including exploring possible alternatives to suit families' individual needs.

Local authorities are not required to monitor the quality of home education on any fixed routine basis. However, the Council has a statutory duty to make reasonable arrangements that enable it to establish the identities of children within the local authority area who are not in receipt of a suitable education (Section 436A of the Education Act 1996). Initially, the Council will request information informally from parents to determine whether the education provided satisfies legal requirements.

Where it is unclear to the Council how/if a suitable education is being provided, and this cannot be resolved by further informal contact, it will serve a statutory 'notice to satisfy' to parents requiring them to provide evidence to that effect. The notice period given by Wokingham Borough Council shall not be less than 15 days, beginning on the day that the notice is served. If parents fail to satisfy the Council that a suitable education is being provided, or the Council believes it is expedient that the child should attend school, then it will serve a School Attendance Order.

Wokingham Borough Council maintains and regularly reviews its Elective Home Education Policy. The Council also provides written guidance to parents who decide to home educate, along with details about the Council's [complaints procedure](#).

While responsibility for a child's education rests with parents, the Council has statutory oversight of the education, employment, and training of young people up to the age of 18.

To satisfy itself that parents are meeting their statutory duty, the Council maintains a database of all children known to be home educated, which is held under Article 6(e) of the GDPR (Public Task Basis). This enables a record of all contact made with parents and children to be kept and ensures that when a truancy sweep is undertaken by the Police and Education Welfare Service, no formal action is necessary. The objective of the database is not for the Council to interfere with parents' right to home educate but is to help ensure that every child within the Borough is in receipt of a suitable education.

When a child from the EHE database held in Wokingham moves out of the Borough, the Education Officer will inform the new local authority.

## 6.3. Schools

When written notification of an intention to home educate is received by a school, the school must submit a copy of this notification to the Education Welfare Service, accompanied by a *CME and Pupil Exit Referral Form* (available via the [Wokingham Schools Hub](#)), without delay.

Schools have a duty to inform the local authority of all deletions from the admissions register outside of standard transition times. Standard transition times are identified as the point when a child is enrolled at a school at the beginning of compulsory school age; between Years 1 and 2; and between Years 6 and 7.

## 7. Special Educational Needs and Disabilities

Parents of a child with Special Educational Needs and Disabilities (SEND) have an equal right to elect to home educate. However, if on roll at a special school under arrangements made by the local authority, the child's name can only be removed from the admissions register with consent from Wokingham Borough Council. This is completed by an early annual review to consider change of placement.

If the Council refuses to give its consent, then consent may be granted at the Secretary of State's direction. Wokingham Borough Council has no duty to arrange any special educational provision (section F of the EHCP) for that child, while the child is electively home educated.

Where parents provide education at home for a child with SEND who has an Education, Health, and Care Plan (EHCP), Wokingham Borough Council still has a statutory duty to maintain the EHCP and undertake annual reviews. The Annual Review will be chaired by the local authority and parent can attend should they wish.

If the home education being provided for a child who has an EHCP is suitable, Wokingham Borough Council has no duty to arrange any special educational provision for that child. Where this is the case, the EHCP will simply set out the type of provision that the Council determines the child requires and state that parents have made their own arrangements under Section 7 of the Education Act 1996. Wokingham Borough Council will continue to monitor the suitability of the home education and ensure that the special educational provision specified in the EHCP is made available and delivered through the education in place.



Should parents educating their child at home request a statutory assessment or reassessment of their child's SEND, as is their right, Wokingham Borough Council will follow the same process as for all other requests. See Wokingham Borough Council's [Local Offer for 0-25 Year Olds with SEND](#) for further details.

Where parents and the Council agree that education other than at school is the correct provision for a child with an EHCP, it should be clearly recorded in the EHCP that the child will be educated at home. Where this is the case, the Council will arrange the special educational provision set out in the plan, in consultation with parents. However, Wokingham Borough Council does not class this as EHE.

## 8. Safeguarding

Wokingham Borough Council has the same safeguarding responsibilities for children educated at home as for other children.

The Council recognises that EHE alone does not constitute a safeguarding risk, however, when a child becomes home educated, the Named Officer will liaise with relevant family members, professionals, and agencies to determine whether there are any current safeguarding concerns for the child. A lack of suitable education provision may be assessed under the category of neglect.

Where there are grounds for concern over the child's welfare, or neglect due to lack of suitability of provision, the Named Officer will discuss this with the parents in the first instance. Each case will be reviewed on its own circumstances and will not be a blanket approach.

However, where those safeguarding duties are engaged then Wokingham Borough Council is permitted to insist on seeing the child and will exercise its powers under safeguarding law, where this is deemed necessary to address a risk to the child's welfare (e.g., referral to Children's Social Care). This will be in line with Wokingham Borough Council's [Levels of Need and Threshold Guidance](#).

## 9. Procedures

Upon notification of the intention to home educate being received from a school, the Named Officer will write to parents to confirm their contact details; send parents a home education guidance document; and update Wokingham Borough Council's records accordingly. The Named Officer will check for the involvement of other agencies/professionals and liaise with them as appropriate – in line with information sharing protocols.

The Named Officer will contact parents to arrange a home visit within 4 to 6 weeks of receiving notification of the intention to home educate from the school. The officer will prioritise families where concerns are highlighted through the Education Welfare Service's initial checks.

Parents are not legally obliged to allow a home visit or engage with the EHE Team, however they are encouraged to do so to enable the Council to satisfy itself that an efficient and suitable education is being provided. During the COVID pandemic we have offered parents the opportunity to hold these meetings virtually using various virtual platforms available to both parties. This offer will continue. However, refusal to engage may lead to an escalation to formal intervention under the Council's statutory duty to identify children not receiving a suitable education.

During a home/virtual visit, the Named Officer will assess the suitability of the education being provided and offer advice/guidance around home education. Following the visit, the Named Officer will complete a report, which will be shared with parents and indicate whether the educational provision is deemed to be suitable.

Where an appointment/visit is missed, the Named Officer will attempt to contact the family by other means (email, phone, compliment slip) and will write an 'informal request for information' letter/email to rearrange the missed appointment or suggest alternative arrangements for providing information about the child's education.

Following a home visit, if the child's education is deemed suitable, annual home visits will be requested to ensure continuing suitability of provision – however parents can request more frequent contact and extra support (e.g., advice and guidance on curriculum or SEND, information on further education and examinations, additional funding, etc.) at any time.

### 9.1. Unsuitable Education or Failure to Provide Information

In cases where parents fail to respond to the Named Officer after 3 attempts to make contact, (an attempted home visit, an informal request for information letter and a formal request for information letter) a referral will be made to the Children Missing Education (CME) Officer to consider any further action. A referral to the CME Officer will also be made in cases where there is evidence to suggest that a child is not receiving any education. Parents will be informed in writing of any such referral.

Where a referral to the CME Officer is made, the child will be placed and remain on the CME database until it can be determined that they are receiving a suitable education. The CME Officer will attempt to contact the family to arrange a joint home visit with the Named Officer and may serve a 'notice to satisfy' to the parents, which must be responded to within 15 working days.

The local authority needs to be satisfied that suitable education is taking place and therefore it will be about building a full picture of the individual circumstances rather than rigid adherence to a check list. It is unlikely that a report alone will satisfy the Local Authority that education



is suitable, especially in the early stages of EHE. Reliance on Report only might be appropriate in situations where the family has previously demonstrated to the Council that they are already providing suitable education, progress is being made and there are no safeguarding concerns.

There may be a variety of reasons why the information / evidence provided has not been deemed suitable by the local authority. This may include:

- The education provision described lacks detail and it is difficult to ascertain what is being taught / what subjects are being studied.
- There is no or very limited examples of work submitted.
- There is no or very limited information regarding resources used internally and externally.
- There is no or very limited detail of how the child's progress is being monitored or examples of work to demonstrate relevant progression.
- There is no clear academic or time structure.

It is important to note that the above is for guidance and by way of example only and is not an exhaustive list. Each case is judged upon its own individual circumstances.

The types of information and evidence might include: a timetable; a curriculum plan; photographs; workbooks; progress reports; dated work over a period; conversations with the child / parent; home visits; etc.

If evidence is not provided to satisfy the Council that the child is receiving a suitable education, a referral may be made to Children's Social Care and a School Attendance Order will be issued (*see Section 8*).

In cases where education provided at home is deemed insufficient, then usually the Named Officer will seek to agree a plan for improvement with the parents and may also discuss this with the Virtual Head Teacher to quality assure the plan. The Named Officer will then write to the parents outlining the concerns and confirming the agreed improvement plan.

Where the Named Officer is unable to agree an improvement plan with parent, this will be produced solely by the Named Officer. A meeting will be requested within 15 school days, at a mutually convenient time, to review the plan and reassess the suitability of the educational provision. If the educational provision is still deemed unsuitable at the first review meeting, further improvements will be agreed, and a second review meeting will be held within 10 school days. If the educational provision is still deemed unsuitable at the second review meeting, consideration will be given to issuing a School Attendance Order.

However, in circumstances where there is no engagement at all then any or all the above steps may be missed, and the Named Officer move to the statutory formal process referred to below.

## 10. School Attendance Orders

A School Attendance Order (SAO) is a notice which is served to parents, requiring them to register their child at a named school. A SAO will only be issued if, after all reasonable steps have been taken by Wokingham Borough Council and parents have been given reasonable time and opportunity to explain or improve education arrangements, the educational provision remains unsuitable.

Meetings will be offered to parents prior to a SAO being served, however it may be activated if sufficient evidence is not provided to satisfy the Council that a suitable education is being provided.

Parents may present evidence of a suitable education to the Council at any point following the issue of the SAO and apply to have it revoked. Where the Council refuses to revoke the order and parents are dissatisfied with this, they should follow the complaints procedure in the first instance. If the parents remain dissatisfied after exhausting the complaints process, they should refer the matter to the Secretary of State.

Regardless of whether parents have sought revocation and intervention by the Secretary of State, if they do not comply with the SAO then Wokingham Borough Council will consider Prosecution in the Criminal Court. Where Prosecution occurs, the Court, if satisfied that a School Attendance Order has been served and not complied with will determine the suitability of the education being provided. This is a matter for the Parent to prove and they will probably have to produce evidence to do this. In cases where the Parent produces evidence that they refused to do so to the Council, and they are acquitted then the Council will consider applying for its legal costs incurred in the Prosecution as they were unnecessarily incurred.

If found guilty, then the Parents have a criminal conviction recorded against their name which may have implications for their ability to work and travel abroad. They could be fined up to £1000, ordered to pay the Council's Legal costs and the Court could make a Parenting Order.

A Parenting Order is a Court Order that in this type of case would set conditions to enforce the School Attendance Order, as well as require a period of counselling or guidance. Any breach of a Parenting Order is punishable by a fine of up to £1000.

Wokingham Borough Council may consider seeking an Education Supervision Order (ESO) in addition, or as an alternative to prosecution to give the Council a formal supervisory role in the education of the child, by imposing a duty on parents to allow the local authority reasonable contact with the child.

A SAO will only be served where Wokingham Borough Council considers that the child's return to school would be expedient. Where it is considered expedient, School Admissions will be consulted, and parents will be offered the opportunity to submit a preference for a particular school before a SAO is served.

### 11. Ceasing Elective Home Education

When children return to school, move outside of the local authority area, or are no longer of compulsory school age, they will be removed from the Wokingham Borough Council EHE register.

Where young people who have been home educated reach compulsory school leaving age, the Council will send them an EHE Leaver's Evaluation Form asking them to provide feedback on the education they have received, and the level of support offered by the local authority. Completion of the form is voluntary, but responses will assist Wokingham Borough Council in making improvements to procedures that support EHE.

The EHE Leaver's Evaluation Form will be accompanied by a letter signposting family to Elevate, which provides careers support and advice, along with assistance applying for Post 16 courses, apprenticeships, and jobs.

### 12. Post-16 Provision

It is a legal obligation for all young people in England to continue in education or training until at least their 18<sup>th</sup> birthday. They must therefore participate in one of the following post-16 options:

- Full-time education (e.g., school, college, or home education).
- Apprenticeship.
- Full-time employment with formal learning

Wokingham Borough Council has oversight of children and young people's education up to the age of 18, to ensure that suitable provision is in place. Therefore, parents may be contacted by the Not in Education, Employment or Training (NEET) Prevention Team to enquire about the status of young people and provide support if necessary.

### 13. Complaints

Wokingham Borough Council is committed to developing good working relationships with parents who choose to educate their child at home and providing advice, guidance, and support, as necessary. However, where parents have a complaint, in the first instance they should contact the Named Officer. If parents are not satisfied with the Named Officer's response, or the complaint relates to the Named Officer, they should contact the Principal Education Welfare Officer, who can also signpost to the Council's complaints process, where necessary.

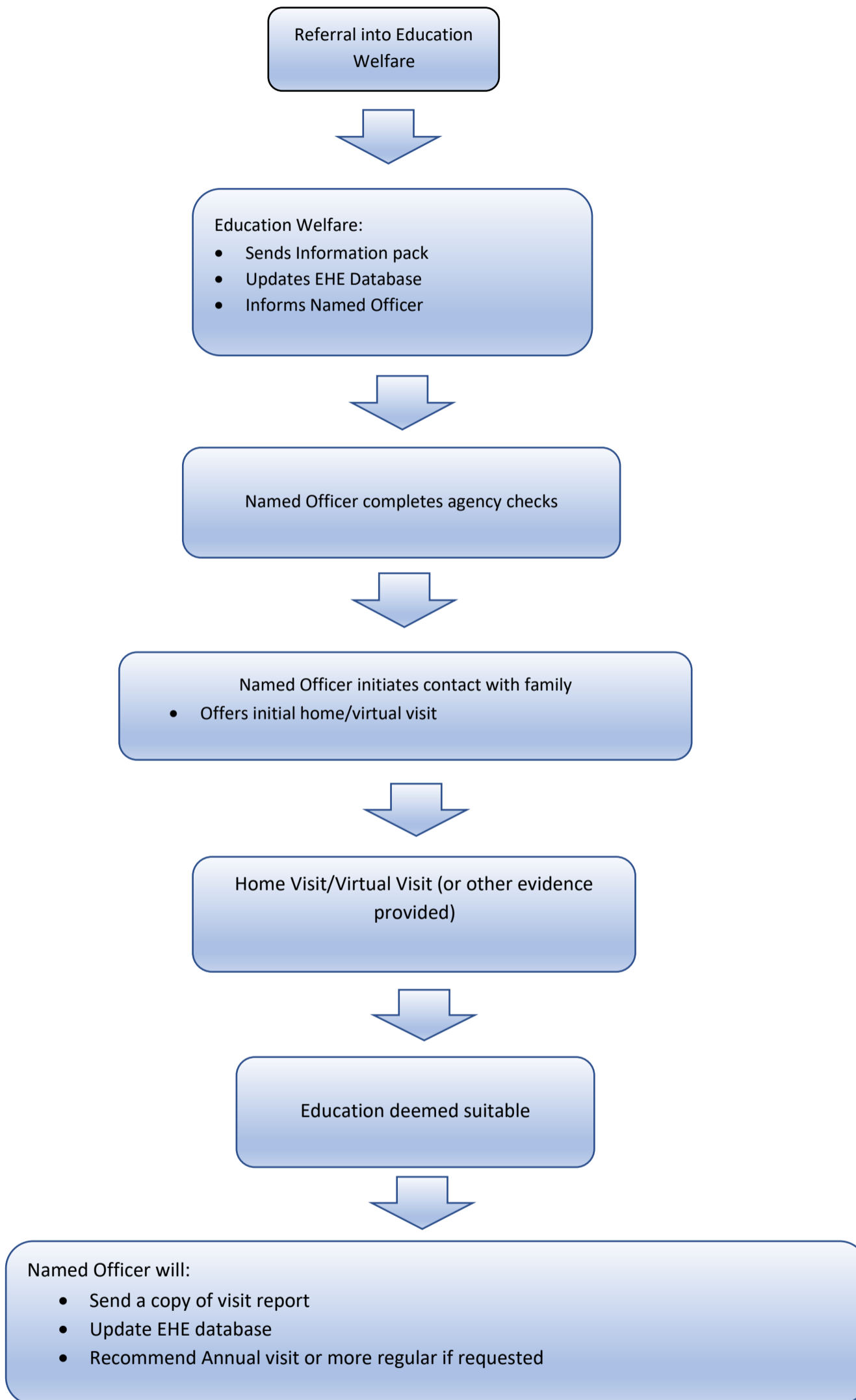
### 14. Contacts

Key contacts in relation to EHE are provided below:

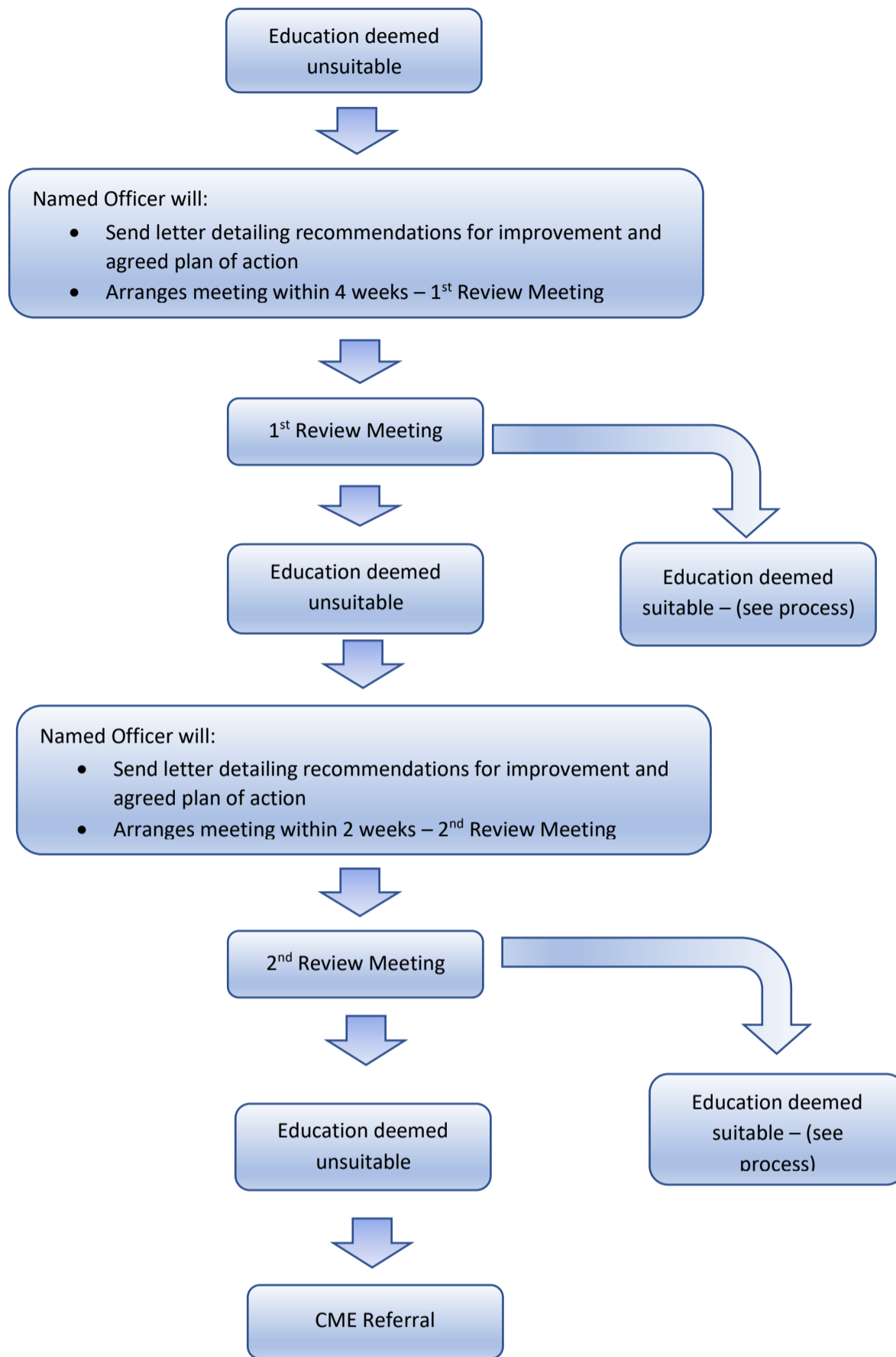
|   |  |
|---|--|
| Named Officer                                   | Learning & Achievement Partnership<br><br><b>Shute End</b><br>Civic Offices<br>Wokingham<br>RG40 1BN<br>Tel: 01189746000 |
| Principal Education Welfare Officer             | Learning & Achievement Partnership<br><br><b>Shute End</b><br>Civic Offices<br>Wokingham<br>RG40 1BN<br>Tel: 01189746000 |
| Special Educational Needs and Disabilities Team | Learning & Achievement Partnership   |

|                        |   |
|------------------------|---|
| NEET Prevention Team   | Learning & Achievement Partnership<br>Tel: 07710 117650<br>Tel: 0118 974 6900 |
| Admissions Team        | Shute End<br>Wokingham<br>RG40 1BN<br>Tel: 0118 974 6000                      |
| Children's Social Care | Shute End<br>Wokingham<br>RG40 1BN<br>Tel: 0118 908 8002                      |

Appendix A: EHE Deemed Suitable Process – Process Flowchart



Appendix B: Education Deemed Unsuitable - Process Flowchart



Appendix C: CME Process

