

Appendix 2

# GUIDANCE NOTES FOR PARENTS

## ELECTIVE HOME EDUCATION

These notes of guidance have been compiled to be helpful to those parents/carers who are considering the possibility of educating their child or children at home.

The information contained in these notes provides an overview of the legislation that affects the education of children at home and ways of working in situations like this.

If you have any queries, please do not hesitate to contact:

Behaviour Support Service  
City of Bradford MDC  
Children's Services  
Fifth Floor  
Margaret McMillan Tower  
Princes Way  
Bradford  
BD1 1NN

Tel: 01274 439653

## Guidance for Parents on Elective Home Education

Your legal duty as a parent is defined by the Education Act 1996 (Section 7) as follows:

**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.**

This means you have a legal responsibility to ensure that your child is educated but this does not have to be in school.

### Some First Thoughts for You

- Think long and hard. You alone will be responsible for ensuring that your child receives a broad and balanced education “suitable to his age, ability and aptitude”.
- Plan how you intend to educate your child and think about whether you have access to all the necessary resources and support before making a decision.
- Look at the possible costs involved, as there is no financial support from the LA.
- Remember that your child may miss the social side of school, joint activities, group work, friendship as well as access to specialist facilities and equipment.
- Think carefully if your child is approaching GCSEs. Find out what the implications of home educating will be in terms of examinations before removing your child from the school roll.

### **DON'T decide to educate your child at home for the wrong reasons:**

- Because of a disagreement with a Head Teacher or other staff if your child is currently on roll at a school. Try to talk with the people involved and seek a resolution.
- If you have not been sending your child to school on time or regularly.
- Because your child is getting into trouble at school or is refusing to go and is putting pressure on you to home educate. Speak to school staff who can advise and support you.
- As a final ‘once and for all’ decision. You may decide as your child grows that you cannot make arrangements for all curriculum areas and examinations. You may seek a school place at any time if your circumstances change.
- In order to secure a place at a preferred school. Registering your child as electively home educated does not speed up the admissions process.

## Questions and Answers:

### I. Does my child have to go to school?

**The Education Act 1996** imposes a duty on parents/carers to ‘**cause [their child] 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.**’ For most children this means they will go to school. For various reasons a small number of parents decide to undertake the responsibility of educating their children outside the school system. This is known as ‘Elective Home Education’.

### II. Do I need anyone’s permission?

If your child has a Statement of Special Education Needs or an Education, Health and Care Plan and has been placed in a Special School by the Local Authority (LA), or is subject to a School Attendance Order, you do need the permission of the LA to home educate.

Other than in those specific circumstances you do not need permission.

### III. What will happen if I don’t notify the school or LA?

If your child is on a school register and not attending, their non-attendance will be followed up by school and an Education Welfare Officer. The school cannot remove your child from its roll unless you notify them in writing that you intend to home educate.

### IV. What are the LA’s responsibilities?

The LA has a duty to intervene if it appears that parents are not providing a suitable education. We also have a safeguarding duty towards all children in the district.

### V. Does this mean I have to follow the National Curriculum?

No, although you may find it useful to know what it is and follow it particularly if your child may attend school in the future. It will provide you with a useful framework for levels of achievement across the subjects.

Currently, the subjects included in the National Curriculum are English, Mathematics, Science, Design and Technology, History, Geography, Art, Music, Physical Education, Modern Foreign Languages, Computing, and Citizenship. Guidance is available at <https://www.gov.uk/government/collections/national-curriculum> and many of the commercially produced workbooks available from bookshops now relate their content to the National Curriculum.

### VI. Do I have to work school hours?

No. Full time does not mean necessarily working school hours or working for 25 hours a week but you should make sure that sufficient time is being spent in study each week.

### VII. How should I organise the teaching and learning?

There is no one approach or style than suits all families, but it should be as active and practical as possible. Great importance should be placed on reading and mathematics and a programme of educational visits should also be planned. You can make use of educational broadcasts but need to prepare well in advance and ensure that you plan follow-up work after the broadcast. Vary the style and content of the education as it will be more enjoyable for you and your child.

You will need to ensure that there is a special place set aside for quiet work and independent study.

### **VIII. Do I have to provide all the education?**

Your role is to ensure that an efficient programme of work is provided to your child. This can be delivered by parents, suitable friends or relatives or specialist teachers. It is your responsibility to ensure that any tutors/teachers are suitably qualified and experienced and that your child is safe when being taught by others. Remember your child's needs may change at different ages and the type of education you provide should not restrict their future opportunities.

### **IX. Will the LA give me any support?**

In choosing to home educate you have withdrawn your child from LA provision and the responsibility, both practical and financial, rests with you. However, we ask parents to meet with us to discuss their provision. This is because we have a duty to take action if it appears that a child is not being adequately educated. If the provision you are making appears not to meet your child's needs we will offer suggestions on how to improve it or help to get your child into school. The LA also offers careers advice at Key Stage 4.

### **X. Can I home educate my child part-time?**

If you choose 'Elective Home Education' your child will be removed from the school register and will be your responsibility full-time. Occasionally schools may make special arrangements with parents known as flexi-schooling but this is at the discretion of the Head Teacher and is rare.

For 14-16 years olds, some colleges of further education will support Elective Home Education by allowing access to full- or part-time courses. The LA or the colleges themselves can advise you about this.

### **XI. Can I change my mind?**

Yes. You can seek a place in a school at any time. If the school of your choice is full in your child's year group, you have the right to appeal. The LA will help with a plan for re-introduction to school if this is needed.

### **XII. What do I need to check before making a decision?**

- You have the time to devote to your child's education on a regular basis
- You are convinced it is the best course of action for you child
- You have the space available for a quiet working area
- There are opportunities for physical exercise and social interaction
- You are prepared to buy the necessary resources or have access to them
- You have the necessary expertise to teach your child effectively
- You have some support available

### **The next steps:**

If you have considered all aspects carefully and decided to go ahead with Elective Home Education please inform your child's school in writing of your intentions (if applicable), and fill in the questionnaire and return it to the LA. An officer will get in touch about coming to see you and in due course an inspector will contact you to discuss the provision you are making for your child.

For more information and sources of help and advice:

### **General Support**

#### **Education Otherwise Association Ltd**

Education Otherwise,  
PO Box 1309,  
Blackpool,  
FY1 9HN  
Tel: 0845 478 6345  
Website: <http://www.educationotherwise.net>

#### **Home Education Advisory Service**

P.O. Box 98  
Welwyn Garden City  
Hertfordshire  
AL8 6AN  
Tel: 01707 371854  
Email: [enquiries@heas.org.uk](mailto:enquiries@heas.org.uk)  
Website: [www.heas.org.uk](http://www.heas.org.uk)

### **Qualifications and exam boards**

#### **JCQ (Joint Council for Qualifications)**

Ground Floor, 4 Millbank,  
London SW1P 3JA  
Tel 020 7638 4132  
Website [www.jcq.org.uk](http://www.jcq.org.uk)  
E-mail [info@jqc.org.uk](mailto:info@jqc.org.uk)

#### **AQA (North)**

Address Devas Street, Manchester M15 6EX  
Tel 0161 953 1180  
Website [www.aqa.org.uk](http://www.aqa.org.uk)

#### **City & Guilds**

Address 1 Giltspur Street, London EC1A 9DD  
Tel 020 7294 2800  
Website [www.cityandguilds.com](http://www.cityandguilds.com)

#### **Edexcel**

Address 190 High Holborn, London WC1V 7BH  
Website [www.edexcel.com](http://www.edexcel.com)

#### **OCR**

Address Syndicate Buildings, 1 Hills Road, Cambridge CB1 2EU  
Tel 01223 553 998  
Website [www.ocr.org.uk](http://www.ocr.org.uk)

## **Education Providers**

### **Oxford Home Schooling (KS3, GCSE and A Level courses with telephone tutor support)**

4 Kings Meadow  
Oxford  
OX2 0DP  
Tel: 0800 0111024  
Website: [www.oxfordhomeschooling.co.uk](http://www.oxfordhomeschooling.co.uk)

### **National Extension College (GCSE and A Level qualifications)**

The Michael Young Centre  
Purbeck Road  
Cambridge  
CB2 2HN  
Tel: 01223 400381  
Email: [info@nec.ac.uk](mailto:info@nec.ac.uk)  
Web: <https://www.nec.ac.uk/>

### **Rapid Results College (health and safety courses)**

Tuition House  
27/37 George's Road  
Wimbledon  
SW19 4DS  
Tel: 0208 944 3103

### **Christian Education Europe (provide training and curriculum)**

Maranatha House  
Unit 5  
Northford Close  
Shrivenham  
SN6 8HL  
Tel: 01793 783783  
Website: [www.Christian-education.org](http://www.Christian-education.org)

### **NorthStarUK (online courses with tutor support, Christian organisation)**

4 Lea Road  
Dronfield  
S18 1SB  
Tel: 01246 410122  
Email: [info@northstarworldwide.org](mailto:info@northstarworldwide.org)  
Website: [www.northstarworldwide.org](http://www.northstarworldwide.org)

### **Interhigh (online learning)**

Sawmill Court  
Cathedine, Nr Brecon  
Powys, LD3 7HQ  
Tel. 44 (0)1874 731118  
Email: [enquiries@interhigh.co.uk](mailto:enquiries@interhigh.co.uk)  
<http://www.interhigh.co.uk/>

### **Ed Lounge (online learning)**

Aston House  
Campbell Way  
Sheffield S25 3QD  
E: [support@edlounge.com](mailto:support@edlounge.com)  
Website : <http://edlounge.com/>

## Useful Websites and Telephone Numbers

### Online Learning Resources

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|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <a href="http://www.abcteach.com">www.abcteach.com</a>                         | <a href="http://www.home-education.org.uk">www.home-education.org.uk</a>                           |
| <a href="http://www.activityvillage.co.uk">www.activityvillage.co.uk</a>       | <a href="http://www.literacyplanet.com">www.literacyplanet.com</a>                                 |
| <a href="http://www.topmarks.co.uk">www.topmarks.co.uk</a>                     | <a href="http://www.math-aids.com">www.math-aids.com</a>                                           |
| <a href="http://www.bbc.co.uk/education">www.bbc.co.uk/education</a>           | <a href="http://www.muddlepuddle.co.uk">www.muddlepuddle.co.uk</a>                                 |
| <a href="http://www.first-school.ws">www.first-school.ws</a>                   | <a href="http://www.under5s.co.uk">www.under5s.co.uk</a>                                           |
| <a href="http://www.gridclub.com">www.gridclub.com</a>                         | <a href="http://www.woodlands-junior.kent-sch.uk/maths">www.woodlands-junior.kent-sch.uk/maths</a> |
| <a href="http://www.channel4learning.com">www.channel4learning.com</a>         | <a href="http://www.primaryresources.co.uk">www.primaryresources.co.uk</a>                         |
| <a href="http://www.coolmath4kids.com">www.coolmath4kids.com</a>               | <a href="http://www.schoolzone.co.uk">www.schoolzone.co.uk</a>                                     |
| <a href="http://www.craftideas4kids.com">www.craftideas4kids.com</a>           | <a href="http://www.sparkisland.com">www.sparkisland.com</a>                                       |
| <a href="http://http://www.writehere.co.uk">http://www.writehere.co.uk</a>     | <a href="http://www.superteacherworksheets.com">www.superteacherworksheets.com</a>                 |
| <a href="http://www.educate.org.uk">www.educate.org.uk</a>                     | <a href="http://www.teachingideas.co.uk">www.teachingideas.co.uk</a>                               |
| <a href="http://www.education.com/worksheets">www.education.com/worksheets</a> | <a href="http://www.tes.co.uk">www.tes.co.uk</a>                                                   |

### Other Useful Websites

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|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| National Literacy Trust             | <a href="http://www.literacytrust.org.uk">www.literacytrust.org.uk</a>                                                                         |
| ACE (Advisory Centre for Education) | <a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>                                                                                       |
| Family Lives                        | <a href="http://www.familylives.org.uk/">http://www.familylives.org.uk/</a>                                                                    |
| DfE                                 | <a href="http://www.gov.uk/government/organisations/department-for-education">www.gov.uk/government/organisations/department-for-education</a> |
| Dyslexia Action                     | <a href="http://www.dyslexiaaction.org.uk">www.dyslexiaaction.org.uk</a>                                                                       |

### Useful Telephone Numbers

|                                               |              |
|-----------------------------------------------|--------------|
| ACE (Advisory Centre for Education)           | 0300 0115142 |
| Connexions (careers guidance)                 | 01274 377800 |
| Barnado's Parent & Young People's Partnership | 01274 481183 |
| Drugs & Alcohol Team                          | 01274 385529 |
| School Nurse Team                             | 01274 228114 |

## Useful Books

**School is Not Compulsory:** Education Otherwise

**Learning Without School:** Ros Mountney

**How Children Learn at Home:** Alan Thomas

**Alternative Approaches to Education:** Fiona Carnie

**Teaching Tomorrow:** John Adcock

**Learning Unlimited:** Roland Meighan

**The Next Learning System:** Roland Meighan

**Free Range Education:** Terri Dowty

**Doing It Their Way:** Jan Fortune-Wood

**The Unschooling Handbook:** Mary Griffin

**Home Educating our Autistic Spectrum Children:** Terry Dowty and Kitt Cowlshaw

**Getting Started in Home Education:** Mary Ann Rose and Paul Stanbrook