



**East Sussex guidance on
educating your child at home
(elective home education)
October 2019**

We welcome your opinions and
feedback on this document.

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East Sussex guidance and information on educating your child at home ('elective home education')

Introduction

We want to work with families who choose to take on the responsibility of educating their children at home rather than sending them to school. We have based this guidance on the guidelines of the DCFS (Department for Children, Families and Schools) published in 2008. The sections below are designed to answer some of your questions and to provide you with helpful information.

What is elective home education?

Elective home education is when parents or carers take on the full legal responsibility for educating their child or children. All parents have a responsibility to make sure their children receive education. Most parents carry out this responsibility by sending their children to school.

What should we, as parents, consider before making the decision to educate our child at home?

- **Think long and hard** about educating at home. It is a big responsibility and will take up a lot of time and energy. Local authorities do not receive funding for families who decide to educate their children at home and so the full financial responsibility for doing this rests with you.
- **Plan** what you intend to do with your child before making a decision. Do you have the resources to support your child to make progress with their learning on a full-time basis?
- **Look at the costs involved** for visits, equipment, books and so on.
- **Teachers and tutors** – if you decide to employ teachers to carry out some of the work, it is your responsibility to make sure that the teacher is suitable to work with children and you will also be responsible for the quality of that teacher's work. We recommend that you make sure that a DBS check has been carried out. ISEND T&L Provision does not hold a list of private teachers and tutors because we do not check or manage them.
- **Work experience** is an important part of the education of young people who go to school, but it can sometimes be difficult for parents who educate their children at home to arrange and keep to health and safety and insurance requirements. We have no duty to arrange work experience for children who are educated at home.
- **Early college entry** – individual further education colleges can choose to offer 14-16 education provision for home educated students. You would need to contact your local college to check if they provide this service. Some colleges only offer a service for children who have been successfully home educated for at least six months. These arrangements are subject to change but your ISEND T&L Provision deputy service manager may be able to give you up to date information regarding possible college courses.
- **Formal examinations** – you must arrange and fund all examinations, which can be costly and not always locally available.
- **Education after 16** – young people should have information about future educational and employment opportunities and you will be responsible for finding this information on behalf of your child. Youth Employability Service (YES) is a useful service to help you with this. YES do attend the drop in service and a member of the team can speak to you and your child, please ring for details and see the end of the pack for information on contacted the service directly.

Do:

- provide opportunities for your child to be involved in social activities, have contact with other children and get involved in joint activities with other children and groups; and
- keep your options open, as your child's needs may change at different ages and stages.

Don't:

- take your child out of school just because you have a disagreement with the school or a teacher – in these circumstances try to talk to the head teacher or head of year

What does the law say about elective home education?

The responsibility for a child's education rests with their parents. In England, by law, children have to receive an education. Parents have a right to educate their children at home. 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
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise."

Education is **efficient** and **suitable** if it allows children to achieve their full potential and prepares them for adult life in their community.

What rights and responsibilities do I have as a parent?

You can choose to educate your child at home from a very early age, and so your child may never go to a school. You can choose to educate your child at home at any other point until he or she reaches school leaving age. If you choose to educate your child at home you must take full financial responsibility for your child's education, including the cost of any public examinations your child may take, and college fees. Local authorities do not currently receive funding for children who are educated at home.

You must also make sure that your children receive a suitable full-time education for as long as they are being educated at home, until they reach school leaving age.

What are the responsibilities of local authorities?

Local authorities are responsible for:

- providing clear information about their own, and parents', responsibilities;
- letting parents know who the person responsible for elective home education in the local authority is; and
- identifying children of school age in the local area who are not receiving a suitable education.
- referring children to the ESCC Children Missing Education Team where evidence has not been provided to show a suitable education. This team have a duty to issue School Attendance warning and Orders where necessary.

Section 437(1) of the Education Act 1996 states local authorities must intervene (step in) **if it appears** that parents are not providing a suitable education.

"If it appears to a local education 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 a 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.”

Section 437(2) of the Act states that the period set out in the notice must be at least 15 days, beginning with the day on which the notice is served.

If it appears that you are not educating your children, we will work with your family informally and ask you for more information about the education you are providing before we refer the case to the Children Missing Education Team to serve a notice.

How ISEND Teaching & Learning Provision works with home educating families

ISEND T&L Provision works with families who educate their children at home. We value the opportunity to work with you, as a home educating family, and want to hear about the achievements of your children. ISEND T&L Provision always supports families who educate their children at home. ISEND T&L Provision recognise that some families need a greater level of support than others. As a result, the service offers several types of contact;

- Home visits for families of children who may need additional advice- We write to families and offer a visit from a teacher or trained practitioner with experience of home education where we need to establish that your child is receiving a suitable education. ISEND T&L Provision will give you at least two weeks’ notice before a visit, unless you agree to a shorter length of time. This visit usually takes place in the family home, but you can agree to another convenient place, if you prefer. This service is available to families with children with a known special educational need, who are in Year 11, have received support from ISEND ESBAS for behaviour or attendance needs. From social care or where the school have raised a concern regarding the potential resources you have available to provide a suitable education. We can tell families who have just started educating their children at home about groups running in the local area. We can make suggestions about resources and materials that your family might like to use. We will send you a report of the visit within 21 working days, summarising the discussions you had during the visit. You have the opportunity to report any inaccuracies so that amendments can be made to the report.
- Phone contact – For families who may not need additional advice, will be contacted by phone within four weeks of the T&LP being informed of your child’s home education to offer advice and guidance regarding your child’s home education.
- Drop-In Service - All families, as well as families considering home education can visit one of our monthly drop-in service (please call the T&LP on 01273336888 for dates and times which are held at: Eastbourne IROCK Centre, 67-69 Seaside Road Eastbourne BN21 3PL. Seaford children’s Centre, Lexden Road, Seaford, BN25 3BA. Hastings IROCK Centre, Rock House, Cambridge Road, TN341DT and a new centre in Wealden (venue yet to be confirmed)
- Write a report - We always prefer to have the opportunity to visit families or talk to them on the. If this is not possible, you may like to write a report on what you have been doing with your child, share what progress they have made and provide evidence of their work since the start of your home education or since the last visit or report.

If you decide that you no longer want to educate your child at home, ISEND T&L Provision can provide advice about finding a school place.

What kind of evidence will ISEND Teaching & Learning Provision want to see?

ISEND T&L Provision will need to see evidence of the work your child has completed since the last contact or the start of the programme; it is your choice how this is presented but it needs to include literacy and numeracy and you need to show how your child has made progress over time. ‘There must be enough evidence to show that your child is receiving an efficient full-time education that is suitable for his or her age, ability and aptitude’.

What is an 'efficient, full-time education'?

Parents must provide an 'efficient, full-time education suitable for the age, ability and aptitude' of the child. At the moment there is no legal definition of 'full-time'. Children normally spend between 22 and 25 hours a week at school for 38 weeks of the year, but this measurement of what is known as 'contact time' is not relevant to home education, where there is often almost continuous one-to-one contact and education can take place outside of normal school hours.

What happens if the ISEND T&L practitioner does not think that we are providing a suitable education?

If we have not been provided with enough evidence that your child is receiving a suitable education, we will send you a written report telling you about our concerns and the reasons we think the education that you are providing is unsuitable. We will then either request additional evidence or give you time to work on the concerns and let ISEND T&L Provision know (usually during a visit from an ISEND T&L practitioner) what progress you have made. If, after ISEND T & L Provision has given you support, there are still concerns, the Local Authority will consider sending you a formal notice under section 437 of the Education Act 1996 (see 'What are the responsibilities of local authorities?' above) before moving on, if needed, to issuing a school attendance order (section 437(1)), which will mean that your child will have to go to school.

What happens if my child has special educational needs (SEN)?

Parents of children with an Educational Health Care Plan (EHCP) have the same right to educate their children at home but the process is different if your child is on the register of a special school or a mainstream school or facility. The process is as follows:

Children with an EHCP on the roll of a special school

- If your reason for home education is due to a relationship breakdown with the school you should arrange to meet with a school representative to find a solution to the issue, as once you have ceased the school place it is unlikely it would be available again.
- Once you have written to the school outlining your intention to take full responsibility for your child's education, your child must remain on the roll of the school until you can provide written evidence on how you will meet the needs as set out in the EHCP.
- A member of the T&LP team will contact you to explain your roles and responsibilities regarding home education.
- The school will arrange a meeting and will invite a member of the T&LP team, the assigned Assessment and Planning Officer (APO) and an Educational Psychologist. You will need to show how you will meet the needs of the EHCP including therapies and opportunities for socialisation. This evidence will then be presented by the APO at an East Sussex county Council panel for a decision of suitability. The team at the meeting can give you advice on how to support your child.
- If the panel agree to your request to home educate your child you will be informed by the APO and Section I of the EHCP will be updated. It will state 'The Local Authority is of the view that the child's needs can be met in a Special School but the parent has decided to make their own arrangements under Section 7 of the Education Act 1996'.
- A member of the T&LP team will visit in three months to see how you are settling into the home education programme and you will need to share evidence on how you are providing the education plan as set out in the EHCP.

Children with an EHCP on the roll of a mainstream school or facility placement

- If your reason for home education is due to a relationship breakdown with the school you should arrange to meet with a school representative to find a solution to the

issue as once you have ceased the facility placement is unlikely to be available again.

- Once you have decided to home educate your child you will need to write a signed letter to the school explaining your intention to take responsibility for your child's education.
- Within four weeks of the local authority being informed of your decision by the school, the Assessment and Planning Officer will arrange a meeting with you, a member of the T&L Provision and an Educational Psychologist where you will need to present written evidence of how you will meet the educational needs of your child that is set out in the EHCP including therapies and opportunities to socialise with their peers. You will be given an answer during the meeting if the Local Authority agree that that you provided evidence of suitability.
- The APO will then update Section I of the EHCP will be updated. It will state ' The Local Authority is of the view that the child's needs can be met in a Special School but the parent has decided to make their own arrangements under Section 7 of the Education Act 1996'.
- A member of the T&LP team will visit in three months to see how you are settling into the home education programme and you will need to share evidence on how you are providing the education plan as set out in the EHCP.

Flexi-schooling

'Flexi-schooling' or 'flexible school attendance' is an arrangement between the parent and the school where the child is registered. Your child would only go to school part-time, and the rest of the time your child would be educated at home. This can be a long-term arrangement or a short-term measure for a particular reason. 'Flexi-schooling' is legal if the head teacher at the school agrees to it. Your child would follow the national curriculum when at school but not necessarily while being educated at home. Decisions on flexi-schooling would be agreed between you and the school, not ISEND T&L Provision. If you are thinking about flexi-schooling, you should be aware that head teachers may be reluctant to agree to it, as the educational results of your child will be included in the published results of the school, even though the school will not have full responsibility for your child's education.

What must I do if I decide to take my child out of school to educate him or her at home?

- We suggest that the first thing you do is to make sure that you know about your responsibilities before you make this decision.
- If you decide that you would like to educate your child at home, you then need to write to the head teacher of the school where your child is enrolled to tell them about your decision, this needs to include a signature. The head teacher will then take your child off the school register and let ISEND T&L Provision know.
- Complete the questionnaire (at the back of this pack) and send it to ISEND T&L Provision. This will provide ISEND T&L Provision with as much information as possible before their first visit to you.
- If a school attendance order is in place then you must get this revoked before removing your child from school. You will need to speak to your Education Support Behaviour & Attendance (ESBAS) officer about this.
- If an education supervision order is in place, then the Secondary Behaviour and Attendance Service is responsible for the decisions about your child's education. This means you must ask the Secondary Behaviour and Attendance Service if they agree to you educating your child at home before you can remove your child from the school register. You will need to speak to your education welfare officer about this.

Schools must not try to persuade parents to educate their children at home as an alternative to being excluded or because the child has a poor attendance record. If you think that you are being persuaded to educate your children at home, we recommend that you contact ISEND T&L Provision and discuss the matter with them. If you were planning to write to the

school to say that you intend to educate your child at home, contact ISEND T&L Provision before you do this. Information for Families may also be able to provide advice.

Gypsy, Roma and Traveller Children

ISEND T&L Provision work closely with the GRT T&LP to help Gypsy, Roma and Traveller children who are educated at home.

School Health Service

Electively home educating students are entitled to access the school health service. You can information regarding this service at the pack of this pack.

Examination Centres

If you would like information on where your child can sit formal examinations, please see the website for a link. <https://www.eastsussex.gov.uk/educationandlearning/schools/attendance-behaviour/outofschooleducation/>

The officer with responsibility for elective home education in East Sussex is:

Chloe Cushing
Service Manager, ISEND Teaching & Learning Provision 01273 336888
TLP@eastsussex.gov.uk

Deputy Service Managers

Hastings & Rother	-	Genevieve Wood
Lewes & Coastal Strip	-	Donna Lane
Eastbourne & Hailsham	-	Rhiannon Gordon
Wealden	-	Jessica Holliday

Here are the contact details for the central office, which you can use to contact all of the above people and the service in general:

Sarah Leggatt

Administration Manager

ISEND Teaching & Learning Provision
County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UE

Phone: 01273 336888
Email: TLP@eastsussex.gov.uk

Office hours: Monday to Friday, 8.30am to 4.30pm

Useful contact details:

Amaze SENDIAS

Phone: 01273 772289

Website: <https://amazesussex.org.uk/parent-carers/services-and-support/sendias-helpline/>

Amaze SENDIASS is the Special Educational Needs and Disability Information, Advice and Support Service for **East Sussex** and **Brighton and Hove**. If you are a child or young person with a special educational need or a disability (SEND), or the parent of a child or young person with SEND, you can call the Amaze SENDIASS helpline for information and advice

Education Support, Behaviour and Attendance Service

Phone: 01273 481967

Email: esbas@eastsussex.gov.uk

The Behaviour and Attendance Service provide support to pupils and families to help develop closer links between home and school.

Assessment & Planning Team (SEN)

Phone: 01273 481230

Email: senteam@eastsussex.gov.uk

The Assessment & Planning team co-ordinates the educational provision for children with special educational needs across East Sussex.

You can get more information on these services on our website: www.eastsussex.gov.uk

The East Sussex Health Team

This service is available for Electively Home Educated families

Phone: 0300 123 4062

Email: kentcft.esschoolhealthservice@nhs.net

Facebook: /ESSchoolHealth

How we use the data you provide

The ISEND T&L Provision team will help support your family while you educate your children at home. They may use the information they collect through doing this for monitoring and statistical research purposes. All information you provide will be processed in line with the Data Protection Act. Information may be shared across the Children's Services Department – this includes recording basic information on the East Sussex Children's Index.

Complaints

If you have any concerns or complaints about the procedures set out in this document, you should contact Chloe Cushing, Senior Co-ordinator for the ISEND Teaching & Learning Provision team.

Useful website addresses

Through the internet, you can get any information on any subject at the click of a button. In this guide, we hope to provide an introduction to the many educational resources available on the internet. All the sites were found to be working at the time of writing.

National and Local Organisations		
Kidscape	<p>www.kidscape.org.uk</p> <p>Phone: 08451 205 204</p>	<p>Parents' Anti-Bullying Helpline. Kidscape is committed to keeping children safe from abuse. Kidscape is the first charity in the UK established specifically to prevent bullying and child sexual abuse. Monday – Thursday: 10am to 4pm</p>
Child Autism UK	<p>www.childautism.org.uk/</p>	<p>We provide services to enable children to overcome difficulties with communication, learning and life skills and give families the techniques and strategies to cope with autism.</p>
CLASS+	<p>01273 336887</p> <p>Email: CLASS@eastsussex.gov.uk</p>	<p>A local service provided by East Sussex County Council: Collaboratively working with families to build confidence and to enable them to take the next step</p> <p>Fridays 12pm – 3pm</p>
Autism Sussex	<p>Enquiry Line: 0345 450 0060</p> <p>Website: www.autismsussex.org.uk</p>	<p>Autism Sussex is a charity which exists to enable people with an autistic spectrum condition to receive the help and specialist support services they and their families need.</p>
Child Death Helpline	<p>Phone: 0800 282 986</p> <p>www.childdeathhelpline.org.uk</p>	<p>For anyone affected by the death of a child of any age, from pre-birth to adult, under any circumstances, however recently or long ago</p>
Dragonflies	<p>St. Nicholas Centre, 66 London Road, St. Leonards on Sea, TN37 6AS</p> <p>Tel: 01424 423683 ext.35</p>	<p>Dragonflies are a free pre and post bereavement service supporting children, young people and families. Dragonflies offer</p>

	Email: fhamilton@fsncharity.co.uk Email:: istiebritz@fsncharity.co.uk	a safe place for parents/carers and children to express their grief and to share ways of coping with their loss.
Childline	Phone: 0800 1111 www.childline.org.uk	A counselling service for children and young people (adults should contact the NSPCC). You can call ChildLine at any time to speak to a counsellor. Calls are free and confidential.
NSPCC	0808 800 5000 www.nspcc.org.uk	The Helpline is a service for anyone concerned about the safety or welfare of a child. You can contact the helpline 24 hours a day, seven days a week by phone, email or online
E-motion	www.e-motion.org.uk/get-help-now	A free online counselling project for young people aged 12-18 years who live in East Sussex
National Debtline	0808 808 4000 Business Debtline: 0800 197 6026 www.nationaldebtline.co.uk	National telephone helpline for people with debt problems in England, Scotland and Wales. Expert advice and send callers in debt a self help information pack free of charge
The Hideout	www.thehideout.org.uk	Advice and information for children and young people living with domestic violence.

Careers		
Youth Employability Service (YES)	https://www.escis.org.uk/.../youth-employability-service-yes-east-sussex 01323 410803	Youth Employability Service / careers advice
http://www.apprenticeships.org.uk		National Apprenticeship Service
https://nationalcareersservice.direct.gov.uk	0800 100 900	National Careers Service
http://www.apprenticeships-in-sussex.com		Apprenticeships in Sussex
https://www.startprofile.com/		Career Guidance

Education		
www.escg.ac.uk https://www.facebook.com/EastSussexCollege	East Sussex College Campuses at Lewes, Eastbourne and Hastings	Offer a range of courses for EHE young people aged 14yrs-16yrs in Eastbourne and Lewes
https://www.plumpton.ac.uk	Plumpton College	Offer a range of courses for EHE young people aged 14yrs-16yrs who have successfully home educated for at least 6 months
https://www.bexhillcollege.ac.uk	Bexhill College	

Examination Boards	
http://www.qca.org.uk	Qualifications and Curriculum Authority
http://www.aqa.org.uk	0844 209 6614
http://www.ocr.org.uk	01223 553998
https://qualifications.pearson.com	0844 844 0655
http://www.wjec.co.uk	029 2026 5000

Educational websites - mixed	
https://www.gov.uk/government/collections/national-curriculum	National Curriculum information – all Key Stages
www.khanacademy.org	KS3 – 4 on line learning activities. Variety of subjects.
http://www.brainpop.co.uk	Ages 6 – 16 Range of subjects
http://allinonehomeschool.com	Wide range of resources and ideas

http://eyfs.info/forums/forum/19-topics-and-activities-ideas	Educational topics and activities ideas
http://www.bbc.co.uk/bitesize	All ages. Range of subjects. On-line activities and resources
http://nrich.maths.org	Maths – all levels
www.topmarks.co.uk	All KS, all subjects
http://uk.ixl.com	Maths – all ages
www.mathsisfun.com	Maths – all ages
www.mangahigh.com	Maths games – all ages
http://scratched.media.mit.edu	ICT - writing programs, writing games, sharing work on educational platform
http://www.englishresources.co.uk	Information on the English curriculum – all Key Stages

Educational websites - Primary	
www.primaryresources.co.uk	Primary – all subjects
http://www.silkysteps.com/index.html	Study themes and topics + resources & links
http://readingeggs.co.uk	Reading activities for 3 – 7 year olds.
www.sparklebox.co.uk	KS2 resources – variety of subjects
www.atschool.co.uk	KS1 & 2 activities & resources inc SEN
www.ictgames.com	KS1 – Numeracy, Literacy & topics
http://www.phonicsplay.co.uk	KS1 – phonics
https://www.gov.uk/government/publications/letters-and-sounds	Speaking and listening materials and guidance for KS1
http://www.freeworksheets.com	KS1 & 2 – all subjects

Books	
Lonsdale ESSENTIALS Workbooks & Coursebooks	KS2, 3 & 4 – all subjects
Schofield & Sims Maths/English/Science book series	Age groups 5 – 7 and 7 - 11
WH Smith educational workbooks and revision guides	All age groups
Letts Success workbooks and revision guides	All Key Stages
Collins workbooks and revision guides	All Key Stages
Books by authors such as Oliver Jeffers, Lauren Child, Anthony Browne	KS1 and KS2 reading practice
Oxford Reading Tree book series	KS1 and KS2 reading practice

Primary Learning Activities	
Numeracy:	
Lego	Supports: addition, repeated addition (multiplication), subtraction, division, sorting, patterns.
Compare Bears (plastic bears in sets of different colours and relative sizes)	Supports: counting, sequencing, comparing, sorting, addition, subtraction, repeated addition (multiplication) sharing (division) Activity cards available free on Sparklebox website)
Snap Cubes (plastic joinable cubes available on Amazon).	Supports: counting, sequencing, patterns, addition, subtraction, multiplication, division.
Dominos	
Cut & play pizza	Supports: fractions.
Orchard Games	Supports: a variety of numeracy skills
Literacy:	
Triangular pencils/pens/crayons	Supports: handwriting, letter formation
Story Cubes	Supports: generating ideas for stories – available on Amazon.
100 Common Words (available on-line as lists, posters, magnetic words, reading cards)	These are broken down into year group, and are invaluable resource for generating spellings/reading learning of 'tricky' words – ie those that can't be broken down phonetically, such as 'one'.
Guess Who	Supports: speaking & listening, questioning, turn taking, observation
Orchard Games	Supports: a variety of literacy skills

Recommended Apps for GCSE

History

GCSE Schools History Project Bitesize Last-minute Learner by Pearson Education

English

Dictionary.com dictionary and thesaurus for iPad

English Literature Revision Games

Drama

GCSE Drama AQA

Modern Foreign Languages

App – DUOLINGO

Maths

MathsWatch

Art

Tate Modern Art Terms (App)

Design and Technology

There is an app called D&T app, with a separate Product Design app which is £0.69

Also resistant materials

Music

GarageBand is useful for year 11s studying both GCSE and BTEC

Science

CGP Science Test & Learn

GCSE Science Bitesize Late-minute Learner (Pearson Education)

OCR Additional Science

Nuclear (for building atoms)

Two Thirty Volts (for electricity)

Elective Home Education Questionnaire (educating your child at home)

Please complete and return to the address at the top of the page

Name of child: _____ Date of birth: _____

Home address: _____

Phone number: _____

Mobile Phone number: _____

Name of your child's last school: _____

Current year group: _____

Please give the date when you started to educate at home: _____

Please identify the main reason for choosing to home educate:

- Perceived SEN needs not met/lack of support.
- Relationship breakdown with school.
- Bullying concerns.
- Physical/mental health.
- Attendance/behaviour issues.
- Ideological/religious beliefs/family philosophy.

Does your child have a Statement/EHCP?

Yes No

What are you setting out to achieve through your home education?

What work have you been doing with your child since you started home education?

What do you plan to do to address your child's special interests and aptitudes?

Do you have any questions you would like to ask us about educating your child at home?

A member of the ISEND Teaching and Learning Provision will be in contact shortly.

Signed _____ **Date** _____

Name (Parent/Carer) _____

Thank you for filling in this form. If you change address or your child returns to school, please tell us as soon as possible.