

Elective Home Education – The Headteacher’s Statutory Duty

What is elective home education (EHE)?

Elective home education is where parents provide education for their children at home instead of sending them to school. Parents have the legal right to choose to educate their children at home. In England and Wales the main legislation relating to EHE is the 1996 Education Act, Section 7:

*“The parent of every child of compulsory school age shall cause him/her to receive efficient, full-time education suitable –
(a) to his/her age, ability and aptitude, and
(b) to any special educational needs he/she may have”*

Advice to parents/carers considering EHE

When a parent approaches a school to discuss the possibility of EHE, the school should respond to the parent positively and constructively. The school should firstly **seek to establish that the reason for considering EHE is based on a positive parental choice, not on a dispute with the school. If this is the case, the school should ensure that all steps have been taken to resolve the issue with the parent and pupil.** The school may direct the parent to the EHE Officer for further advice and guidance to enable them to make an informed choice.

The DfE guidelines make it explicit that: ***“Schools must not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the statutory guidance. If the pupil has a poor attendance record, the school and Local Authority must address the issues behind the absenteeism and use the other remedies available to them.”***

Process for removal from school roll

If a parent of a child on a school roll opts to home educate they must confirm in writing, in the form of **dated letter or email to the headteacher**, that they wish to remove their child’s name from the register because the child is to be educated other than at school. However, if a child is on a **special school** roll parents must seek approval from the Local Authority Special Educational Needs team first.

The school must delete the child's name from their admissions register upon receipt of written notification from the parents that the pupil is receiving education otherwise than at school. However, schools should not wait for parents to give written notification that they are withdrawing their child from school before advising the Local Authority. Schools must make a return (giving the child's

name, address and the ground upon which their name is to be deleted from the register) to the Local Authority **as soon as the ground for deletion is met and no later than deleting the pupil's name from the register.**

If a child is registered at a school as a result of a school attendance order the parents must get the order revoked by the Local Authority on the grounds that arrangements have been made for the child to receive suitable education otherwise than at school, before the child can be deleted from the school's register and educated at home.

Schools **must not take a pupil off roll until the parents' letter is received.** The **leave code "EL" Elective Home Education** must be used.

Please send a copy of the parents' letter immediately to:

Elective Home Education Team,

Oxfordshire County Council,

1st Floor,

Unipart House

Garsington Road

Oxford

OX4 2GQ

Or eotas@oxfordshire.gov.uk

Schools must also create a **Common Transfer File** for the pupil and post it on the s2s website where the file will be stored in the Lost Pupil Database section of s2s.

The EHE Team will request completion of a **"School Exit Form"**.

For further information on home education please refer to:

<http://schools.oxfordshire.gov.uk/cms/content/elective-home-education>

<http://www.education.gov.uk/schools/pupilsupport/parents/involvement/homeeducation/a0073367/elective-home-education-guidelines>

or contact the EHE Team on 01865 810605.