

Please ask for: Dr Lynda Mitchell
Contact Number: (01785) 277965

Confidential

**FAO All Headteachers and Chairs of Governors
Special Schools**

My ref:LM/KS/0111L.02

Your ref:

Date: 1 November 2013

Dear Headteacher and Chair of Governors,

**Re: Elective Home Education
IMPORTANT NOTICE of changes to procedures following receipt
of de-registration letter with intent to electively home educate**

"Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school (Taken from DFE Advice on School Attendance document 2013)"

Home Educated Children de-registration from special schools"

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. **Please note there is a requirement for parents to obtain the local authority's agreement to educate their child at home for children and young people attending a special school.** It would therefore be good practice for the school to hold an interim annual review informing Jenny Dodd and the district assessment team before the child's name can be removed from the school roll. The Local Authority need to be satisfied that the parent can provide a suitable education and meet the needs of the child.

Please be advised that before a child's name can be removed from the register the school **must** have received **written confirmation** from the parent. Please check that the parent has parental responsibility. This letter must be signed and state clearly the date they wish their child to be removed and their destination e.g. education otherwise than at school (Regulation 8(1) (d) of the Pupil Registration and Regulations Guidance 2006.

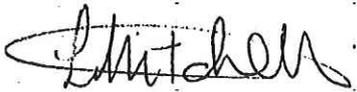
Once you have received this you must immediately notify the local authority, using the **school exit form** which you are required to complete on notification that a child is being deregistered to be electively home educated. The LA will inform the school when the child's name can be removed from your school register. You are also required to send a copy of the deregistration letter received from parents with parental responsibility.

Please find enclosed a copy of the **school exit form** please complete this form as fully as possible and send to Jenny Dodd at Entrust, Kingston Centre, Fairway, Stafford, ST16 3TW or email to electivehomeeducation@entrust-ed.co.uk

If you have queries regarding this please do not hesitate to contact: Jenny Dodd (Elective Home Education Co-ordinator) tel: 01785 278265; email: jenny.dodd@staffordshire.gov.uk

Actions: Send Jenny Dodd a copy of the deregistration letter (signed by parents with parental responsibility) and completed school exit form to Jenny Dodd, Entrust, Kingston Centre, Fairway, Stafford, ST16 3TW or email: electivehomeeducation@entrust-ed.co.uk

Yours sincerely



Dr Lynda Mitchell
Deputy Commissioner for Education

