

**TAKING A PUPIL OFF ROLL FOR ELECTIVE HOME EDUCATION – Referral to NSA (September 2023)**

School receives notification of decision to EHE or parent approaches school regarding intention to EHE

If school have concerns regarding a child’s welfare, and referrals have yet to be made, please liaise with your Safeguarding Lead and follow your safeguarding policy

Senior School staff member to arrange to meet with parent (face to face, virtual or telephone) and obtain reasons for EHE

Local Authority accepts that this contact may be declined by the parent

If the child has any of the following, then a member of the Senior Leadership team to complete the “EHE Enquiry with LA” online form: [All Referrals Forms \(Penalty Notices \(including withdrawal\) and Prosecutions / CME / EHE - Learn Together \(cambselearntogether.co.uk\)](#)

- open Social Care/Early Help involvement
  - EHCP
  - is a Young Carer
- open to an Education Inclusion Officer
  - Pupil is from Military Family

School to ensure they have comprehensive information available concerning the young person and family when completing the online form, which would include child’s name, date of birth, linked agencies. This will enable the Attendance Improvement Officer to investigate and determine, along with the school, the means of engaging the parent in a discussion about home education and who needs to be involved

**This will enable the LA to coordinate a conversation ahead of the child potentially being withdrawn from school**

Local Authority accepts that this contact may be declined by the parent

PARENT DECLINES TO DISCUSS EHE FURTHER

PARENT ENGAGES IN CONVERSATION ABOUT REASON FOR EHE

**POINTS TO DISCUSS WITH PARENTS**

If concerns are raised pertaining to a clinically vulnerable household member then refer to “Child not attending due to medical needs of a household member”

If the concerns are relating to pupil illnesses (both physical and mental) then consider and apply Medical Needs Protocol

School professional to discuss general concerns expressed by parent and allay fears, if appropriate. This could include religious and cultural belief, as well as concerns regarding the curriculum/topics/school activities.

Investigate if the decision to home educate has been considered carefully by the parents and they are aware of the pros and cons of EHE

School professional to provide reassurance of preventative COVID measures and offer/refer support

School professional to remind parent that if it is their intention to EHE for a short/medium period of time and they intend to access a place at their desired school in the future this could prove difficult

School professional to inform parent that there is no funding or education support/package for elective home education i.e. no tutors will be provided. The School will not provide any support or send work home. The Local Authority will also request information on the education provision that the parents will be providing

School professional to explain to a parent any concerns that they have about the decision to home educate

PARENT **DECIDES TO HOME EDUCATE**

PARENT **DECIDES NOT TO HOME EDUCATE**

We recognise that parents may not provide written notification to the school of their intention to home educate and may only provide this verbally

School to complete the elective home education online de-registration form via the Learning Together website. Should the school have concerns regarding the nature of the education to be provided by the parent/carers please state your concerns fully on the elective home education online form

[All Referrals Forms \(Penalty Notices \(including withdrawal\) and Prosecutions / CME / EHE - Learn Together \(cambselearntogether.co.uk\)](#)

**SCHOOL TO REMOVE PUPIL FROM SCHOOL ROLL**

Once online form is submitted school can then remove the pupil from their school roll from the date of parent letter/verbal communication

Attendance Improvement Officer will communicate an outcome to the school so next steps can be followed/actioned