



Elective Home Education

Responsible for policy:
Review:
Chair of Directors

CC3 Quality, Performance and Standards
Biennial

Brandon Fawcett



Contents

1. Definitions.....	3
2. Scope.....	4
3. Introduction	4
4. EHCPs	5
5. LA Contact details	5
6. Monitoring and Review.....	5
7. Link to other policies and documents.....	5
EHE Form.....	5



1. Definitions

In this **Elective Home Education process**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Elective Home Education** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Governance Professional'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Chair'** means the Chair of the Board of the Directors or the Local Governing Body.
- vi **'Chief Education Officer (CEO)'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the governing body of the School which are given delegated responsibilities.
- ix **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- x **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xi **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiii **'Elective Home Education'** Elective home education is a term used to describe a choice by parents to provide education for their children at home or in some other way they desire, instead of sending them to school full-time. This is different to education provided by a local authority other than at a school, for example for children who are too ill to attend school. Throughout this guidance, 'parents' should be taken to include all those with parental responsibility, including guardians and foster carers (in the latter case the local authority may also be a corporate parent). (DfE Document 2019)
- xiv **'Off-rolling'** Off-rolling is the practice of removing a pupil from the school roll without using a permanent exclusion, when the removal is primarily in the best interests of the school, rather than the best interests of the pupil. This includes pressuring a parent to remove their child from the school roll.
- xv **'STARS'** is part of Coventry City Council's **Special Educational Needs and Disabilities (SEND)** services. The team is responsible for:
 - **Coordinating Education, Health and Care Plans (EHCPs)** for children and young people aged 0–25.
 - **Managing statutory assessments** for children with SEND.
 - **Attending annual and transition reviews** in schools and other educational settings.
 - Ensuring a **person-centred approach** that includes families and professionals.
 - Supporting schools and settings through the EHCP process.
 - Ensuring compliance with the **Children and Families Act 2014** and the **Equality Act 2010**.

[\[careers.co...try.gov.uk\]](https://careers.co...try.gov.uk)



2. Scope

This document details the process for families in relation to Elective Home Education.

It is for parents/ carers to consider the EHE process to ensure their children are safe whether they learn at school or home.

As an organisation, The Romero Catholic Academy, works in partnership with the Local Authority.

3. Introduction

The government's aim is to ensure all young people receive world-class education which allows them to reach their potential and live a more fulfilled life, regardless of background. That education should be provided in a safe environment, whether at school or at home. Parents have a right to educate their children at home, and the government wants the many parents who do it well to be supported. They devote time, financial resources and dedication to the education of their children.

Most parents who take up the weighty responsibility of home education do a great job, and many children benefit from being educated at home. Educating children at home works well when it is a positive, informed and dedicated choice. However, the past few years have seen a very significant increase in the number of children being educated at home, and there is considerable evidence that many of these children are not receiving a suitable education. There is a less well evidenced but increasing concern that some children educated at home may not be in safe environments.

The DfE believes that although the primary responsibility for ensuring that children are properly educated belongs to parents, a local authority has a moral and social obligation to ensure that a child is safe and being suitably educated. If it is not clear that that is the case, the authority should act to remedy the position. This guidance is intended to help local authorities understand their existing powers, and their duties in relation to children who are being educated at home, and how those relate to the obligations of parents. It aims to enable local authorities to identify children not receiving a suitable education and do something about it. The end result should be that every child is receiving a suitable education in a safe and appropriate setting, whether at home or in school.

Schools within the Romero Catholic Academy understand the responsibility to ensure that children are safe and suitably educated albeit at school or home. We know that parents considering this as an option need to go in with their eyes open and understand that if they change their mind, simply requesting a special school place does not mean they will get it. Robust conversations must be had.

We want to ensure that through this process, that if a parent does elect to educate their child at home, it is in the best interests of the pupil, not the school. If it is in the interest of the school this is deemed **off-rolling**, and it is not tolerated in The Romero Catholic Academy.

4. EHCPs

Please note children with EHCPs **MUST** have an annual review before they can be removed from the roll of a school. Before removing a child with an EHCP from a school roll, especially if transitioning to Elective Home Education (EHE), it is best practice to hold an Annual Review to ensure:

- The EHCP is still appropriate.
- All parties (school, LA, parents) understand the implications.
- The Local Authority (LA) agrees to the change.

Mainstream schools are not legally barred from removing a child with an EHCP without an Annual Review, but guidance strongly recommends this step to safeguard the child's educational needs and ensure proper transition. [ipsea.org.uk]

STARs involvement: If STARs is a local SEND advisory or support team in Coventry, then yes, their attendance at the review would be appropriate to explain the LA's role post-EHE. This aligns with collaborative practice but is not a statutory requirement. STARs is part of Coventry City Council's **Special Educational Needs and Disabilities (SEND)** services. The team is responsible for:

- **Coordinating Education, Health and Care Plans (EHCPs)** for children and young people aged 0–25.
- **Managing statutory assessments** for children with SEND.
- **Attending annual and transition reviews** in schools and other educational settings.
- Ensuring a **person-centred approach** that includes families and professionals.
- Supporting schools and settings through the EHCP process.
- Ensuring compliance with the **Children and Families Act 2014** and the **Equality Act 2010**

5. LA Contact details

LA Contact	Caroline Dorrofield
Address	Coventry City Council One Friargate Coventry CV1 2GN
Telephone:	024 7683 1614 (as per Coventry Information Directory)
Email:	ehcoventry@coventry.gov.uk / caroline.dorrofield@coventry.gov.uk
Website:	https://www.coventry.gov.uk/info/400/elective_home_education
Facebook:	https://www.facebook.com/coventrycchomeeducation/

6. Monitoring and Review

This policy will reviewed by Core Committee 3 – Quality, Performance and Standards

7. Link to other policies and documents

- TRCA Children Missing in Education
- School Safeguarding and Child Protection Policy



EHE Form

This form must be completed by schools online [Elective Home Education referral - Privacy statement](#) - [Coventry City Council](#) , with the letter from a parent removing a child from roll. A second copy should be stored in the child's school file. If you have any queries or concerns about Elective Home Education, please get in touch with the Elective Home Education Team on 02476 831614 or ehcoventry@coventry.gov.uk

Please ensure that robust conversations around home education expectations have been completed with parents before completing this form and deregistering the pupil(s). Please refer parents to the LA website, Facebook feed and booklet of information for more details.

Safeguarding concern Where we have a safeguarding concern around the child being home educated, our concerns must be raised with MASH before they are removed from roll. They can be contacted on 02476788555. This must be recorded on CPOMS.

Elective Home Education Check list	
Name of School:	
Name of child removed from roll:	
DOB:	
Year Group:	
SEN - Please Indicate N, K or E:	
Address:	
Email:	
Parent names and contact details:	
Please provide the child's last date on roll with school:	
Does the child have any siblings at the school and what year group are they in?	
Does this child have social worker/Early Help worker (if yes, what is their name and contact details?)	
Do you have any current or historical safeguarding concerns for this child?	
What are the child's current academic levels:	
Do you have any concerns about this child being removed from roll?	
Have the parents given any reasons for their decision to EHE? (If yes, what is the reasons/s?)	
If parents have raised concerns about current provision and are withdrawing their child as a result of these, has school had a meeting with parents to try and resolve these? If so, what was the outcome of this meeting?	
Person Completing this form/Professional to speak to regarding the child(ren):	
Contact details for above professional:	

