

Process for Elective Home Education in Somerset



Key

- EWO:** Education Welfare Officer
- EHE:** Elective Home Education
- LA:** Local Authority
- EWS:** Education Welfare Service

To legally remove a child from school the child/ren's parents need to write a letter and send this to the school that the child/ren attends. This needs to state your wish to remove the child/ren from roll in order to Electively Home Educate

The school will complete an Exit From School Form and send this and the parent letter to the Education Welfare Service Central Team within Somerset County Council. This is where the EHE administration is processed

It is a school's responsibility to notify the LA that a child is being home educated and if they have any concerns about this. The LA have a duty to review any educational concerns that are brought to them. The central team will review educational concerns with the Education Welfare Service County Manager, to decide if the LA can progress with the concerns

Where the LA have **Safeguarding** concerns this will be passed to the Education Safeguarding team to follow their process

1.1 The Local Authority have no educational concerns
The parents will be contacted by an EWO and offered a supportive visit. The visit will be offered normally between 6 weeks - 3 months of the LA being notified of the child leaving school

1.2 The Local Authority have educational concerns
The parents will be contacted by an EWO and told details of the concerns, and offered a supportive visit. The visit will be offered normally within 6 weeks of the LA being notified of the child leaving school

Visit not accepted

Visit accepted
If the visit is accepted this will be confirmed in writing to the parents

Visit accepted
If the supportive visit is accepted this will be confirmed in writing to the parents

Visit not accepted
As there are educational concerns it is the duty of the LA to look into these. A letter will be sent from the EWO asking the parents to contact the central team with details of their child/ren's home education within 15 days

Visit takes place
During this visit the EWO and the parents will discuss the decision to home educate, and the EWO offer any contact details i.e. EHE groups, the EHE website. The EWO will clarify next steps

Visit takes place
Educational concerns are discussed and the LA are happy that the home education fulfils the statutory guidelines

Visit takes place
If the concerns discussed are not overcome another supportive visit will be offered by the EWO. This is normally in 6 weeks time to allow a suitable amount of time for the home education to be put in place. This meeting will be confirmed in writing to the parents

Evidence provided
The LA are happy that the evidence provided overcomes the concerns

No further involvement from the EWS at this time

Visit accepted & takes place
The LA are happy that the evidence provided overcomes the concerns

Evidence not provided
Suitable evidence was not provided to overcome concerns. The Central team will discuss with the Education Welfare Service County Manager about the next steps.

No further involvement from the EWS at this time

