# Appendix 1 – Dordon Primary School’s process for addressing Elective Home Education (EHE) requests

The aim of this process is to discourage parents from taking their child out of school to electively home educate. Staff members are expected to inform the Head/Deputy Head/Assistant Head/HOY[[1]](#footnote-1) responsible for attendance, if they hear of any pupil/student whose family are considering EHE.

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| **Stages** | **Actions** | **Further actions if stages missed** |
| 1 | Parent or child indicate to a member of staff that EHE is likely to be pursued, or is being considered as an option.  Staff member shares information with M Cross and S McGroarty immediately via email.  M Cross or S McGroarty initiates a new EHE record. Even if the EHE does not go through, this will be stored on file for the records. | If a letter is brought in with no warning, M Cross or S McGroarty to speak with parents immediately and if, after discussion, parents remain resolute, school will immediately remove child from roll from the date indicated on the letter and follow Stage 4 procedures. |
| 2 | Parent, and child, if appropriate, invited into school for a meeting with M Cross or S McGroarty  In the vast majority of cases, parents will immediately be informed that the school does not support EHE. The disadvantages and issues surrounding EHE are shared verbally.  If parents/child do not attend a face-to-face meeting, this message may be shared over the phone.  The reasons for EHE are explored at this stage. The school will be proactive in attempting to resolve issues. | If a letter is brought to the meeting, and if, after discussion, parents remain resolute, school will immediately remove from roll from the date indicated on the letter and follow Stage 4 procedures. |
| 3 | M Cross or S McGroarty will notify the LA of potential EHE, following local procedures and confirm the school is trying to address this and keep the child in school.  This email is kept on file, along with any response received.  Any advice from the LA is actioned by the school.  **A letter is sent to the parents by the Attendance Lead,** stating that we advise against their child being Electively Home Educated and offering support to resolve any issues. | If no further parental contact or correspondence, or if parents remain resolute, move to Stage 4. |
| 4 | If parent remains adamant that they wish to remove their child from roll and have put it in writing, along with the date of required removal**, a letter will be sent to the parents from the Attendance Lead**, confirming removal from roll from the requested date. The letter will include details of how to re-apply for admission should they change their mind.  M Cross or S McGroarty will complete the relevant EHE form and send to the school’s Attendance Lead, along with the formal written request received from the parents.  School will send the documentation to the LA and confirm removal from school roll. |  |
| 5 | All paperwork/evidence are retained in the student’s school file.  NB - If a parent sends in a EHE letter and does not engage in any of the school’s meetings this will be evidenced via communication logs and emails. Both Stage 3 and Stage 4 letters will still be sent. |  |

1. Edit to name relevant role/colleague, as applicable. [↑](#footnote-ref-1)