



**worcestershire**  
county council

**Elective Education at Home  
Policy and Guidance**

**June 2006**

## **ELECTIVE HOME EDUCATION POLICY AND GUIDANCE June 2006**

### **Introduction:**

This document sets out the procedures and guidance to enable Worcestershire Local Authority (LA) to fulfil its statutory functions regarding children who are being educated at home, under Section 7 of the 1996 Education Act (previously Section 36 of the 1944 Education Act) which states;

*“The parent<sup>1</sup> of every child of compulsory school age shall cause him to receive efficient full-time education suitable;*

- a) to his age, ability and aptitude and*
- b) to any special educational needs he may have, either by regular attendance at school **or otherwise**”.*

### **Principles:**

- The LA believes in the value of school-based education as it provides a broad and balanced curriculum, which promotes social development, moral, spiritual awareness and equal opportunities.
- The LA respects the right of parents to choose to educate their children at home.
- The LA wishes to promote an active dialogue with parents at all times.
- The LA recognises that educating a child within the home may be a much more challenging way in which to provide efficient and suitable full-time education than at school.

The central aim of this document is to assist Worcestershire Local Authority and home educators to build effective relationships that safeguard the interests of children and young people; relationships that are rooted in mutual understanding, trust and respect. This document outlines a number of recommendations that are geared towards the promotion of such relationships.

In terms of safeguarding the welfare of children who are educated at home by parents, all agencies should work together in accordance with the principles in *'Working Together to Safeguard Children'* (Home Office/Department of Health/DfES/Welsh Office, 1999). Worcestershire LA officers may take a lead on these issues because of their responsibility to assure themselves of the quality of education received by children educated at home. Thus, when a practitioner or professional becomes aware that a child is being educated at home, local information sharing arrangements should help them inform the LA, so that they can fulfil their duty to ensure the quality of that education.

<sup>1</sup> Here, and throughout this document, 'parent' should be taken to include all those with parental responsibility including carers.

Parents may choose to employ other people to educate their child though they themselves will continue to be responsible for the education provided. They will also be responsible for ensuring that those whom they engage are suitable persons to have access to children. Parents will therefore wish to satisfy themselves by taking up appropriate references and conducting character enquiries/checks, including police checks.

### **Procedures:**

The monitoring and support of children being educated at home in Worcestershire is the duty of the LA, which is delivered by the Children's Services Directorate.

**Section 9 of the Education Act (1996)** states:

*"The Secretary of State for Education and local education authorities shall have regard to the general principle that...pupils are to be educated in accordance with the wishes of their parents."*

The monitoring and support of children being educated at home under Section 7 of the Act is the responsibility of the LA, which has a duty to ensure that children of school age are receiving a "suitable" education.

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have,*

*either by regular attendance at school or otherwise.*

An "efficient" and "suitable" education is not defined in the Education Act 1996 but "efficient" has been broadly described as an education that "achieves that which it sets out to achieve", and a "suitable" education is one that "primarily equips a child for life within the community of which he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child's options in later years to adopt some other form of life if he wishes to do so"<sup>1</sup>. It is therefore recognised that there are many approaches to educational provision and what is suitable for one child may not be for another. This will however require home educators to have some kind of philosophy, approach or framework for the education of their child.

There is no legal definition of "full-time". Children in school normally spend between 22 and 25 hours working at school each week. This measurement of 'contact time' is not relevant to home education where there is often almost continuous one-to-one contact and where education takes place outside 'normal school hours'. Nevertheless, the type of educational activity can be varied and flexible. It should be borne in mind that home-educating parents are not required to:

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<sup>1</sup> Mr Justice Woolf in the case of R v Secretary of State for Education and Science, ex parte Talmud Torah Machzikei Hadass School Trust (12 April 1985)

- teach the National Curriculum
- have a timetable
- mark work done by their child
- set hours during which education will take place
- have premises equipped to any particular standard
- have any specific qualifications
- cover the same syllabus as any school
- make detailed plans in advance
- observe school hours, days or terms
- give formal lessons
- reproduce school type peer group socialisation
- match school, age-specific standards.

However, LAs should offer advice and support to parents on these matters if requested.

The law requires LAs to act if it appears that any child is **not** receiving a suitable education. The Parent Partnership Service will co-ordinate the LA's response to families who educate their children at home and ensure that the LA's duties are fulfilled.

### Notes on Procedure:

- 1) Once a parent has indicated his/her intention to educate their child at home by informing the head teacher of the school where the pupil is registered, in writing, the Parent Partnership Service or Pupil Admissions and Transfers Service should be notified by the school, using the '**Notification of Intention to Educate at Home**' form (see appendix A). Where a child has a statement of Special Educational Needs see section 7.2.
- 1.1) If the school becomes aware that parents may be considering educating their child at home then it would be advisable for them to encourage the parent to contact the Parent Partnership Service who will provide an informed overview of education at home and send supporting literature, **Education at Home Leaflet** (see appendix E), **Education at Home Information Sheet** (see appendix F) and **Contact/support organisations information sheet** (see appendix G), to the parents. A **questionnaire** (see appendix D) aimed at helping parents think about how they will structure their child's day will also be sent. This will include a section for the child to give its own view of being educated at home.
- 2) After the parents have made the decision and notified the school, they will be sent the **Intention to Educate at Home Initial letter** (see appendix C) and an **initial appointment letter** (see appendix H) for the Home Education Liaison Officer (HELO) to visit them. They will also be sent **Guidance for Parents who may wish to educate their children otherwise than at school** (see appendix J) in order to make sure they are clear about their legal responsibilities and entitlements.

- 3) The HELO will arrange an initial home visit and carry out a preliminary assessment of the educational provision using the **initial visit form** (see appendix I). Before the initial visit the HELO will have referred to local authority records to find out if the child concerned has been classed as having any Special Educational Needs. During the initial visit the HELO will ask about the venue for teaching and the approximate time devoted to study. The officer will discuss with the parents and the child their long term plans for the future. Most importantly the officer will give the child an opportunity to express their views regarding their education. The officer will talk through samples of work with the child in order to assess whether there is a suitable and efficient education being provided according to the child age, ability and aptitude and according to any special educational needs he/she may have. The HELO may then offer suggestions for improvement and document any concerns about the education being provided. Case law (Harrison & Harrison Vs Worcester County Council 1981) defined suitable education as one which was such as:

- “1. to prepare the children for life in modern civilised society, and  
2. to enable them to achieve their full potential.”

Using this statement as a baseline for assessment the visit should be seen as supportive of the child and accepting of the parents' right to educate their child at home.

- 3.1) Following a liaison visit, a copy of the HELO's report will be sent to the parents.
- 3.2) LAs have no automatic right of access to a parent's home. Parents may wish to offer an alternative way of demonstrating that they are providing a suitable education (Complying with Section 7 of the Education Act, 1996).

Subsequent visits/reports will be determined according to the **Education at Home Procedures Chart** (see appendix U).

- 3.3) Should parents fail to respond to the HELO contact or appear to be non-co-operative on three occasions, the Parent Partnership Service will refer the case to the Education Welfare Service for consideration of further action.
- 4) In some cases when a return to LA provision is recommended this may be preceded by liaison with:
- Parents
  - Education Welfare Service
  - School
  - Other agencies as appropriate.
- 4.1) Where the HELO determines that the educational provision is not suitable to age, ability and aptitude (Section 7 of the Education Act 1996), they will refer the case to the Education Welfare Service, within 5 working days. Parents will be informed in writing and a copy of this letter forwarded to the Education Welfare Service.

- 4.2) If parents refuse to co-operate with a voluntary return to appropriate educational provision the LA will consider an application for a School Attendance Order directing parents.
- 5) It must be acknowledged that most home educators withdraw their children from school for legitimate reasons. If at any point during the monitoring, the HELO has evidence or strong concerns over the safety and well being of the child, these should be discussed with the Parent Partnership Officer and appropriate action taken. The risk to Children Missing Education (CME) must always be considered and priority given to safeguarding their welfare. Section 175 of the Education Act 2002 places a duty upon LAs to ensure the safety and welfare of children.
- 6) The Parent Partnership Service will maintain all relevant notes and reports relating to families who are known to be educating at home.
- 7) In the case of a child with special educational needs, the HELO will assume responsibility for ensuring the child is receiving an education suitable to their Special Educational Needs.
  - 7.1) Where the child has a Statement of Special Educational Needs the HELO will liaise with the appropriate Support Services to ensure that their educational needs are being met and will conduct annual reviews supported by Children's Services-Special Services Officers.
  - 7.2) If the child attends a Special School named in the Statement, when parents decide to educate at home, schools **must** seek the consent of Children's Services' Special Services before they can remove the child's name from the school register. (Ref Education (Pupils Registration) Regulations 1995. Regn. 9(2)).
- 8) The Parent Partnership Service will contact Partner Agencies prior to the initial visit to establish whether there are any issues regarding personal safety. This will be communicated and recorded prior to this visit.
  - 8.1) Visiting HELOs should take care not to place themselves in potentially difficult situations. Personal safety should take precedence when arranging a home visit. Interviews with children should always be conducted with another adult present. If there are issues around personal safety, alternative venues for meetings may be offered and/or two officers will undertake the visit. These concerns should always be discussed with the Parent Partnership Officer and noted.
- 9) When visiting a home, procedures should be observed to ensure that the visiting officer has notified their line manager/assistant of the details of the location and expected duration of the visit.
- 10) If the visit is to take place out of office hours, an agreed system of 'calling in' should be agreed. Worcestershire LA Health and Safety Policy will be complied with.

- 11) In order for the procedures to work successfully, all partners in the process will need to understand their respective roles and ensure that communications are maintained.
- 12) Information about services that are normally available through school will be available through the Parent Partnership Service. This will include information about the services offered by Connexions to home educated children particularly the 14-16 age group. Parents will also be able to discuss with the HELO ways in which they can arrange for their child to sit examinations and courses. However parents are reminded that they are responsible for making the arrangements and for any costs incurred.
- 13) Parents' educational provision will reflect a diversity of approaches and interests. Some parents, especially those who have other children attending school, may wish to provide education in a formal and structured manner, following a traditional curriculum and using a fixed timetable that keeps to school hours and terms. Other parents may decide to make more informal provision that is responsive to the developing interests of their child. One approach is not necessarily any more efficient or effective than another. Although some parents may welcome general advice and suggestions about resources, methods and materials, LAs should not specify a curriculum for parents to follow.
- 14) Children learn in different ways and at different times and speeds. It should be appreciated that parents and their children might require a period of adjustment before finding their preferred mode of learning. Parents are not required to have any qualifications or training to provide their children with an appropriate education. Their commitment to providing an efficient education that is suitable for their child may be demonstrated by them providing some indication of their objectives and resources according to the age, ability and aptitude of their child and to any special educational needs he/she may have (Section 7 of the Education Act 1996)

## Monitoring Arrangements

Worcestershire Local Authority has the same high aspirations for the achievement of children who are electively educated at home as for all other children and young people. The HELO will, therefore, expect that there will be clear evidence of the child's progress at his or her meeting with the parents.

The key data that will be collected and fed back to the LA will be:

- The number of children and young people who are electively educated at home by their parents
- The number of new referrals
- The number of children and young people who have returned to school
- The number of children and young people who have received a visit/report
- The number of children who are electively educated at home and have a statement of special education needs that is reviewed annually
- The number of occasions when an officer deems that the education being offered is unsuitable and refers the case to the Education Welfare Service.
- The reasons why parents chose to home educate
- The Key Stage at which education at home started
- The number of children from different ethnic backgrounds.
- The number of Looked After Children being home educated.
- The numbers of boys compared to the numbers of girls being home educated.

The HELO will leave an **evaluation card** (see appendix O) following every home visit for the parents to complete in order to assess how useful the parents found the visit and the suggestions made.

On an annual basis the HELO will send an **end of academic year pupil evaluation form** (see appendix R) for the child who is being home educated to complete. This will ensure they are made to think about their long-term aims and to ensure that the education they are receiving is still suitable and efficient with these long-term aims in mind. The child can also reflect upon the subjects they have achieved well in, and those that they are finding difficult in order to set their own targets for the future.

The HELO will send an **Education at Home leavers evaluation form** (see appendix S) to every young person who reaches statutory school leaving age in order for them to comment upon the education they have received at home and the level of monitoring that the LA has offered them during this period. This will also be an opportunity for them to tell the HELO what they will be doing in the future and to suggest improvements to procedures to support elective home educators in the future.

This policy will be reviewed annually by the HELO.

**APPENDIX****CONTENTS**

- (A) Notification of Intention to Educate at Home (*Completed by the school once they have been informed that a parent is going to educate at home.*)
- (B) Query Letter (*Sent out by PPS when a parent queries Education at home. Sent out with questionnaire and the home education pack*)
- (C) Intention to Educate at Home (*Sent out by PPS once they are informed parents are intending to EAH. Sent out with a questionnaire and the home education pack.*)
- (D) Education at Home Questionnaire
- (E) A Guide to Education at Home (leaflet)
- (F) Education at Home Information Sheet National Curriculum
- (G) Education at Home Information Sheet Contacts/Support Organisations
- (H) Initial appointment letter
- (I) Initial Visit Report form (copy to parents)
- (J) Guidance for parents who may wish to educate their children otherwise than at school
- (K) Follow up visit letter
- (L) Follow up Visit Report form (copy to parents)
- (M) Request to contact HELO letter as EAH visit not confirmed
- (N) Compliment Slip Reminder of HELO visit
- (O) EAH visit evaluation cards (*sent out following visits*)
- (P) Education at Home Parental report form request letter.
- (Q) Education at Home Parental Report Form (*used by families who do not have HELO visits.*)
- (R) Education at Home End of Academic Year Pupil Evaluation Form
- (S) Education at Home Leavers' Questionnaire
- (T) Criteria for Categorising Education at Home Visits
- (U) Education at home procedures flow chart
- (V) Education at home procedures flowchart (additional notes)

**NOTIFICATION OF INTENTION TO EDUCATE AT HOME****Please complete and return this form to:**

Sue Page  
Home Education Liaison Officer  
Parent Partnership Service  
PO Box 73  
Worcester  
WR5 2YA

**NAME AND ADDRESS OF SCHOOL:**

1. Please note that we have been informed in writing that the following child is being educated at home and has been de-registered as from:

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(insert date)

2. Please note that we have been informed by the parents/carers detailed below that they are considering educating their child at home.
3. We have/have not\* informed the Education Welfare Officer attached to our school.

\*Please delete as appropriate

**NAME OF CHILD:****DATE OF BIRTH:****NAME OF FAMILY:****ADDRESS:****TELEPHONE NUMBER:**

[name]  
[address]

[Date]

Dear [name of parent]

Further to your query about home education, please find enclosed leaflets and information on educating your child at home.

### **Education of Children At Home**

The education of a child at home is permitted subject to certain conditions imposed by the Education Act 1996. Section 7 of the Act states:

“The parent of every child of compulsory school age shall cause him to have efficient full-time education suitable -

- a) to his age, ability and aptitude, and
  - b) to any special educational needs he may have
- either by regular attendance at school or otherwise”.

The last phrase "or otherwise" covers proposals for the education of children at home. Special educational needs cover a very wide spectrum of educational difficulties.

Under Section 437 of the Education Act 1996, the Local Authority has to check that parents/carers are carrying out the duties imposed on them by Section 7 referred to above. The LA is also under a duty to ensure that you are able to provide “efficient, full-time education suitable to age, ability and aptitude and to any special needs” which your child(ren) may have.

If you do decide to home educate your child/ren, it would be helpful if you could complete and return the enclosed questionnaire to Parent Partnership Service. This questionnaire is designed to help you think about some of the issues you will need to consider if you are to successfully educate your child(ren) at home and will be used by an LA officer when he/she visits your home.

Once you have returned the questionnaire, I will be contacting you again to arrange a visit to see you and assess the suitability of the educational provision you are making for your child, as well as giving any support or information you may require.

In the meantime, I enclose our education at home pack, together with the questionnaire. If you wish to discuss any issues raised in the pack, please call me on 01905 727940.

Yours sincerely,

Sue Page  
**Home Education Liaison Officer.**

[Name]  
Address]

[Date]

Dear [Name]

Education at Home: [Name of child] [D.O.B]

I have recently been notified of your intention to educate your child [name of child] at home from [date]

### **Education of Children At Home**

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At this stage, it would be helpful if you could complete and return the enclosed questionnaire to the Parent Partnership Service. This questionnaire is designed to help you think about some of the issues you will need to consider if you are to successfully educate your child at home and will be used by an LA officer when he/she visits your home.

In the meantime, I enclose our education at home pack, together with the questionnaire. If you wish to discuss any issues prior to my visit, please call me on 01905 727940.

Yours sincerely,

Sue Page  
Home Education Liaison Officer.



### Education At Home Questionnaire

This information will be used by the Home Education Liaison Officer when she/he comes on his/her first visit to talk about what you are planning to do. Please complete each section (if appropriate).

#### 1. Information about your child/children:

Name(s) of child(ren) to be educated at home: 1. 2. 3. 4.		Dates of birth: 1. 2. 3. 4.	
Name(s) of parent/carers:			
Home address:		Telephone:	
Name of school(s) last attended (if appropriate):			
Please Select ONE of the following of the reasons for choosing to educate at home:			
Attendance/Prosecution	<input type="checkbox"/>	Not Preferred School	<input type="checkbox"/>
Bullying	<input type="checkbox"/>	Particular Talent	<input type="checkbox"/>
Dissatisfaction with School Environment	<input type="checkbox"/>	Philosophical	<input type="checkbox"/>
Emotional Behavioural Difficulties	<input type="checkbox"/>	Problems SEN Provision	<input type="checkbox"/>
Lifestyle/Cultural	<input type="checkbox"/>	Racism/Homophobia	<input type="checkbox"/>
Medical-Child	<input type="checkbox"/>	Religious Beliefs	<input type="checkbox"/>
Medical-Parent	<input type="checkbox"/>	School Refuser/Phobic	<input type="checkbox"/>
At risk of Exclusion	<input type="checkbox"/>	Other	<input type="checkbox"/>

Your child(ren)'s view of being educated at home. (Your child(ren) may like to fill this section in or you may wish to write down what they say.)

How did you find out about your right to educate otherwise than at school?

## 2. Content:

The 1996 Education Act Section 7 requires that you provide an education that is suitable to your child's 'age, ability and aptitude' and to any special educational needs they have.

Do you intend to follow the National Curriculum?  
If so, which subjects will you cover?

If you intend to organise your child(ren)'s education in another way, please give details:

## 3. Time:

**Home Education START DATE:**

## 4. Aims and Objectives:

What do you hope your child will achieve by educating her/him at home?

How do you intend to plan your child(ren)'s day? (For example will you follow a structured timetable, will the education be child led or will it be practically based.)

#### 5. Learning:

Which resources do you intend to use to help your child with their learning?  
(eg. Library, Internet)

Do you know of any other support/advice that is available to you?  
(This could include local support groups, publications etc)

Do you intend to review your child/ren's progress and provide feedback? If so, how?

#### 7. Social, Emotional, Physical Development:

What will you plan for your child(ren) in order to encourage contact with other children? (Clubs, groups etc that you might use).

What are your plans for your child(ren)'s physical development?

8. Examinations/Courses:
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Do you intend entering your child for examinations and courses?

Yes  No  If yes, please give details:

Please tick Ethnic Origin: (optional)			
Bangladesh		Pakistan	
Black African		Traveller	
Black Caribbean		Settled Traveller	
Black Other		White British	
Chinese		White	
Indian		Other	
Irish			

Thank you for your help and co-operation. Please sign and return this form to the address below:

Parent Partnership Service  
 Children's Directorate  
 FREEPOST 2901  
 PO Box 73  
 Worcester  
 WR5 2ZD

Signed:	Date:
Name:	

Is there any support or information that you feel would be useful in your role as a home educator?

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## A GUIDE TO EDUCATION AT HOME

The education of a child at home is a great responsibility for a family. It demands a serious commitment of time, money, patience and energy. If you are considering educating your child at home as opposed to in a school, the following questions and answers will hopefully clarify the situation and help you in making your decision. They also outline the way in which Worcestershire Local Authority (LA) carries out its duties under the 1996 Education Act.

### **Does my child have to go to school?**

The 1996 Education Act states that *'it is the duty of parents to secure an appropriate full time education for their children of compulsory school age'*. Most parents carry out this duty by ensuring their child attends school. However, for a variety of reasons, a small minority of parents decide to take on the duty to educate their child/children themselves, that is to 'educate at home'.

### **What are the parents'/carers' responsibilities?**

Under section 7 of the 1996 Act, parents of every child of compulsory school age: *'shall cause the child to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/she may have either by regular attendance at school or 'otherwise'*.

### **What is compulsory school age?**

The law requires a child to be educated from the start of the school term following their fifth birthday until the last Friday in June in the school year in which a child reaches sixteen.

### **Who do I inform if I decide to educate my child at home?**

You should inform the Headteacher of your child's school and he/she will inform the LA.

### **What is the LA's duty under the 1996 Education Act?**

The Act places the obligation on LAs to ensure that home educators are providing an efficient education for their children, which takes into account age, ability, aptitude and any special needs that the child may have. Worcestershire normally undertakes this task by making visits at times that are mutually agreed. These visits will usually take place during term time and during the working day.

### **How can I teach my child if I am not a trained teacher?**

You do not need to have formal qualifications, or be a teacher, to educate your child at home. Qualities such as patience, enthusiasm and flexibility are invaluable. You do not need to 'know everything'. An important skill, as well as developing a sound knowledge base, is for all concerned to learn how to learn and think, and how to find out information.

### **What will I be expected to teach and how should I teach it?**

Some parents may decide to teach their child themselves, or to make arrangements to plan and teach in small groups with other local families who are involved in education at home. Alternatively the family may elect to pay for a private tutor. However, it is your responsibility to ensure that any tutors/teachers are suitably qualified and experienced to teach your child. Irrespective of who actually teaches the child, it will be up to the parent to demonstrate to the LA that the programme of work is helping him/her to learn and that the child is developing according to her/his age, ability, aptitude and any special needs.

Some home educators have a timetable showing the normal planned activities over a period of time such as you would find in a school. Other parents choose to follow a form of 'discovery' education where the interests of the child are followed. Others use a mixture of these methods. The LA's interest is in establishing that a suitable education is taking place, rather than endorsing any particular method.

**Do I have to follow the National Curriculum?**

No. The National Curriculum applies only to maintained schools. When a child is educated at home it is the decision of the parent as to what to teach and how the child learns. However, you may wish to be aware of the content of the National Curriculum as it does provide a framework, especially if you intend to return your child to state education or to pursue more formal qualifications, such as GCSEs.

The National Curriculum subjects are; English, Maths, Science (known as the core subjects), History, Geography, Technology, Art, Music, Physical Education, a modern language (from 11 years of age) and Religious Education (unless parents/carers exercise their right to withdraw a child). A copy of the National Curriculum is available on the Internet or from the Department for Education and Skills. Many of the commercially produced textbooks and workbooks available from bookshops and libraries now relate their content to it.

**How do I know that my child is keeping up with his peers?**

Look at National Curriculum Guidelines to give you some idea of what your child is expected to be able to do at different key stages.

**Do I have to fit in with school terms and times?**

Education at home can be more flexible and less rigid than at school. It depends on how you decide to organise your child's education. The Home Education Liaison Officer will discuss this with you on his/her visit.

**How is the LA involved in education at home?**

If required, the LA, through the Home Education Liaison Officer, is happy to give help and advice. However, the LA is unable to offer direct teaching or to provide materials for children being educated at home. You will also be responsible for organising, and insuring for, any work experience placements, should you wish this. Similarly, you would have to pay for any examination registration fee and assessment of coursework by an accredited person. At the time of writing, the registration fee for a GCSE exam is approximately £25-£30.

No visit to discuss and advise on the education you are providing will take place unless an appointment has been made in advance. However, the Educational Welfare Officer for your area may visit without an appointment when you first start educating, or if there is a cause for concern.

**What if the Home Education Liaison Officer has concerns or reservations about our education at home programme?**

After the initial visit and any subsequent visits a short report will be sent to you. If the Home Education Liaison Officer is not satisfied that a suitable education is taking place then further visits and/or consultations may be offered with the aim of helping you overcome the difficulties within a mutually agreed time scale. If, in the end, the LA still considers your child is receiving less than satisfactory education then it is our duty to issue an attendance order. This will require you to send your child to a school named on the order (Section 437, Education Act 1996). Please note that at any stage following the issue of an attendance order process you may present evidence to the LA that you are now providing a suitable education and apply to have the order revoked.

**Can my child attend school part-time?**

In Worcestershire children generally attend school full-time, except if there is a planned programme of re-integration. If you choose to educate your child(ren) at home their names will be removed from the school register. However, a parent may request that a Headteacher admit his/her child part-time. This arrangement would be at the discretion of the Headteacher and Governors of the school, and the responsibility for the cover and assessment of the National Curriculum would be theirs.

**What if I decide to educate at home and then change my mind?**

You can seek a place in a school at any time and let the LA know of your intention.

**What will happen if we decide to move?**

Please let the Parent Partnership Service know your new address. If you are moving out of the county and still intend to educate your child at home the Parent Partnership Service will put you in touch with the Education Department in your new county.

**What should I do if my child has Special Educational Needs?**

If you are concerned that your child has Special Educational Needs (which are described in the Education Act of 1993 as 'learning difficulties that may require special educational provision') then please contact the Parent Partnership Service. They will provide details of supporting agencies. Please note that if your child attends a Special School the consent of the LA should be sought before removing your child from school to home educate.

**Will my child miss the social aspect of school?**

You will need to consider the social development of your child, which would be enhanced through sharing activities with other children. Joining a variety of clubs and special interest societies etc. can prove very enriching, as can mixing and sharing skills with other people of all ages.

**Who can help?**

There are a number of independent support agencies whose addresses are given in the Education at Home Contact/Support Organisations booklet, available from the Parent Partnership Service.

**What else should I consider before taking the step to home educate?**

Deciding to educate your child at home is a major step that, as you know, not only involves commitment but also a tremendous investment in time and energy. It is well worth talking to someone who has experience of the highs and lows of home education before finally making a decision.

If the decision to home educate has arisen because of a disagreement with a teacher or school, and the issue has not been resolved following discussion with the Headteacher or Governors, then the Parent Partnership Service may be able to help. Home education is not a way of solving your child's non-attendance at school. If you and your child are committed and enthusiastic about it then education at home can be a happy and constructive experience for both of you.

**Things you can do to help your child learn:**

1. Give your child confidence through lots of praise and encouragement
  - as a parent/carer, you have tremendous power to strengthen your child's confidence, and confidence is vital to learning
  - specific praise focusing on a particular aspect of their work ("I like the way you have.....") is more effective than bland, blanket praise.
  - some argue that to really do well, children, perhaps all of us, need ten times as much praise as criticism!
2. Read to, and with, your child as much as possible.  
Even young children can be helped to read notices and signs and understand what they mean.
3. The Government encourages parents/carers to read to children, hear them read, or encourage them to read to themselves, for at least 20 minutes a day.
4. Encourage children to observe and talk about their surroundings.
5. Make use of your local library.

6. Look out for special events and services for children.
7. Visit museums and places you think your child might find interesting.  
(Children have free admission to many major national museums and art galleries - see accompanying Contact leaflet.)
8. If your child(ren) like watching television, watch it with them sometimes and encourage them to talk about what they have seen. They will get more out of the experience.
9. Try to set time aside to do "homework" activities with young children.
10. Wherever possible, try to provide a reasonably quiet place for children to work (or help them to get to other places where work can be done)
11. Encourage your child to discuss their work with you, including feedback from you/tutor.  
Practice helping without taking over!
12. Try to help your child to see the enjoyable aspects of doing their work!  
*(Reproduced from the DfES Parents website)*

#### **Checklist - what do I need to check before making a decision?**

- your child is positive about the suggestion
- you are convinced it is the best course of action for your child
- you have the time to devote to your child's education on a regular basis.
- you have the necessary expertise to teach your child effectively
- you are prepared to buy the necessary resources or have access to them
- you have some support available
- you have the space available for a quiet working area
- there are opportunities for physical exercise
- social experiences with other children are available.

#### **Useful contacts**

DfES (Department for Education & Skills)

Tel: 0845 602 2260

Website: [www.dfes.gov.uk/parents](http://www.dfes.gov.uk/parents) Click on "Learning at home and outside school" tab

Education Otherwise Association Ltd

Tel: 0870 7300074

Website: [www.education-otherwise.org](http://www.education-otherwise.org)

ACE (Advisory Centre for Education)

Tel: 0808 800 5793

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

National Curriculum

Website: [www.nc.uk.net](http://www.nc.uk.net)

Home Education Advisory Service

Website: [www.heas.org.uk](http://www.heas.org.uk)



# EDUCATION AT HOME

## INFORMATION SHEET

### NATIONAL CURRICULUM

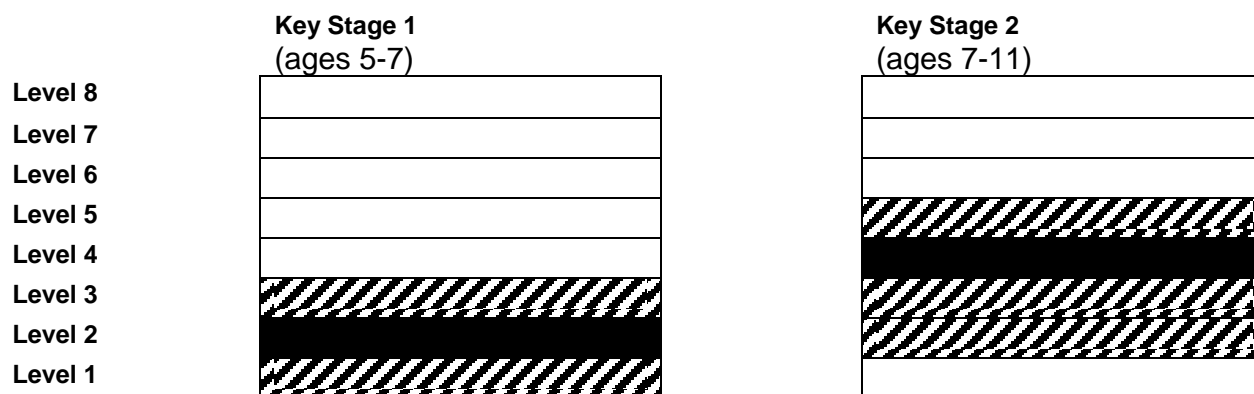
The National Curriculum tests and assessment arrangements are developed and administered by the Qualifications and Curriculum Authority (QCA), on behalf of the Secretary of State. Information to support these arrangements is provided both electronically and in hard copy through the QCA's website at [www.qca.org.uk](http://www.qca.org.uk) and their publications on **01787 884 444**.

You may also be interested in looking at the Department's website at [www.dfes.gov.uk](http://www.dfes.gov.uk). From this site you can access the National Curriculum as well as Schemes of Work, which are aimed at setting standards across all schools. There are also links to other helpful sites.

Some documents are also distributed by the Department publications which can be accessed through links on The Stationery Office site at [www.the-stationery-office.co.uk](http://www.the-stationery-office.co.uk) or by telephoning Prolog on **0845 602 2260**. Some documents are priced so parents will need to check the costs with Prolog.

© Ref: dfes.gov.uk : The Parent's Centre – Learning at Home and Outside School





During the key stage, most children will work within this range of levels.

By the end of the key stage, most children reach the target (see below)

*Note: the National Curriculum levels are not used for assessment at key stage 4.*

At the end of the National Curriculum key stages 1,2 and 3 your child will sit national tests and tasks (popularly called 'SATs'). At the end of key stage 4 they will sit national examinations, often GCSEs.

You can now learn more about any of the key stages by looking on the website listed below. They will take you to an online version of The Learning Journey Guide to the curriculum.

If you would like to order a free copy of one or more of the actual booklets, call **0800 096 66 26**, or just complete the online order form you will find within the pages of The Learning Journey Guide on this website:

<http://www.dfes.gov.uk/parents>

The DfES and the BBC have developed a website based on the National Curriculum for primary school children:

<http://www.bbc.co.uk/education/schools/digger/>

## National Curriculum - what your child learns

### A Parent's Guide to the National Curriculum

Are you ever confused about what your child is learning at school? This section can help answer your questions.

Gathered together here is all the information you need to find out what your child is doing at school, and help them with it.

It explains exactly what schools teach and why, gives answers to some of the most common questions parents ask

about the curriculum, and gives tips for helping with learning.

### 'What is the National Curriculum and why does it matter to parents?'

#### The National Curriculum:

- sets out the most important knowledge and skills that every child has a right to learn
- is a framework given to teachers by government, so that all school children are taught in a way
- that is balanced and manageable, but hard enough to challenge them
- gives standards that measure how well children are doing in each subject - so teachers can plan to help them
- do better.

The National Curriculum isn't just for teachers and schools: it belongs to everyone.

The DfES website will help you

understand it, so you can help your child.

### Stages, years, national tests and tasks

#### 'How does it all work?'

The National Curriculum says when things must be taught by describing broad 'key stages'.

The chart below shows the different key stages, and when national tests and tasks are taken:

Age	Stage	Year	Tests
3-4	Foundation		
4-5			
5-6	Key Stage 1	Year 1	
6-7		Year 2	National tests and tasks in English and Maths
7-8	Key Stage 2	Year 3	
8-9		Year 4	
9-10		Year 5	
10-11		Year 6	National tests and tasks in English, Maths and Science
11-12	Key Stage 3	Year 7	
12-13		Year 8	
13-14		Year 9	National tests and tasks in English, Maths and Science
14-15	Key Stage 4	Year 10	Some children take GCSES
15-16		Year 11	Most children take GCSES, GNVQ or other national qualifications

## EDUCATION AT HOME

### CONTACT/SUPPORT ORGANISATIONS

The information in this document includes a range of information sources and links to websites that appear to be educational in nature and appropriate when last reviewed. However, the Parent Partnership Service does **NOT** endorse or recommend any of the contents, commercial products, processes or services presented in or by any of the information sources or websites within this leaflet.

The views and opinions of authors expressed within the information or on websites do not necessarily state or reflect those of the Parent Partnership Service.

The listing of the information contained within this leaflet does not constitute or imply endorsement, nor does it guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of such information. No recommendation or favour towards any of these sources or bodies identified should be implied by the inclusion of its source within this leaflet.

The Parent Partnership Service assumes no responsibility for consequences resulting from the use of the information herein, (or from use of the information obtained at any of the linked Internet addresses). It is strongly recommended that anyone choosing to make use of any of the sources of information contained within this pack undertakes their own precautionary checks prior to use.

#### ACE (Advisory Centre for Education)

1c Aberdeen Studios, 22-24 Highbury Grove, London, N5 2DQ.

☎ Freephone 0808 800 5793

🌐 [www.ace-ed.org.uk](http://www.ace-ed.org.uk) ACE is an independent national education advice centre offering confidential advice to parents.

#### BBC Education Web Guide:

🌐 [www.bbc.co.uk/education/dynamo](http://www.bbc.co.uk/education/dynamo) A good basis for home teaching, along with various other schools programmes that go out on radio and TV.

🌐 [www.bbc.co.uk/schools](http://www.bbc.co.uk/schools) Learning resources for 4-16+, including bitesize revision.

🌐 [www.bbc.co.uk/education/webguide](http://www.bbc.co.uk/education/webguide) Lists web sites for learning at home.

#### BT Learning Centre

🌐 [www.thebtlearningcentre.com](http://www.thebtlearningcentre.com) Online learning materials from £3.99/ month.

#### Channel 4

🌐 [www.channel4.com](http://www.channel4.com) Provides resources for a range of subjects, ages 3-19 years.

#### Education Magazines from Scholastic

Westfield Road, Southam, Warwickshire, CV47 0UH ☎ 01926 816 216

🌐 [www.scholastic.co.uk](http://www.scholastic.co.uk) A range of educational magazines, providing information, ideas & advice across the curriculum for teaching 3-11 years. Annual subscription approx. £38.

#### Films/Media/English

21-22 Poland Street, London, W1F 8QQ ☎ 020 7851 9450

🌐 [www.filmeducation.org](http://www.filmeducation.org) Primary and Secondary resources.

#### History

🌐 [www.schoolhistory.co.uk](http://www.schoolhistory.co.uk) Resources, information and quizzes for primary to a-level.

#### Schools' Net

[www.schoolsnet.com](http://www.schoolsnet.com) Resources and lesson plans for all key stages.

#### Science

🌐 [www.schoolscience.co.uk](http://www.schoolscience.co.uk) Resources, information and quizzes for 11-18 years.

#### Teaching Ideas for Primary School Teachers

[www.teachingideas.co.uk](http://www.teachingideas.co.uk) Teaching activities for a range of subjects age 5-11 years.

#### LIBRARIES:

Worcester: Forgate Street, WR1 1DT ☎ 01905 765312

Kidderminster: Market Street, DY10 1AD ☎ 01562 824500

Redditch: 15 Market Place, B98 8AR ☎ 01527 63291

🌐 [www.worcestershire.gov.uk/home/lib-index.htm](http://www.worcestershire.gov.uk/home/lib-index.htm) A useful source of information from book/CD/video hire to story telling sessions. Contact/view website for information on local libraries. FREE INTERNET ACCESS IS AVAILABLE AT COUNTY LIBRARIES.

#### **DfES (Department for Education & Skills)**

🌐 [www.parentcentre.gov.uk](http://www.parentcentre.gov.uk) DfES produce a range of publications, some of which might be useful to home educators. Click on “**Learning Journey**” for a guide for parents on National Curriculum subjects at different key stages. For free copy call 0800 096 66 26.

#### **National Curriculum**

🌐 [www.nc.uk.net](http://www.nc.uk.net) The complete National Curriculum on line, giving programmes of study for each subject at each key stage.

#### **Qualifications and Curriculum Authority (QCA)**

83 Piccadilly, London, W1J 8QA ☎ 0207 509 5555

🌐 [www.QCA.org.uk](http://www.QCA.org.uk) For information regarding the National Curriculum and GCSE coursework.

#### **National Extension College**

☎ 01223 400 350

🌐 [www.nec.ac.uk/courses](http://www.nec.ac.uk/courses) Provides correspondence courses for GCSE.

#### **Education Otherwise Association Limited**

PO Box 7420, London, N9 9SG ☎ 0870 7300 074

Email: [enquiries@education.otherwise.org](mailto:enquiries@education.otherwise.org)

🌐 [www.education-otherwise.org](http://www.education-otherwise.org) A self-help group that supports home-based education.

#### **Home Education Advisory Service**

P.O. Box 98, Welwyn Garden City, Herts. AL8 6AN ☎ 01707 371854

Email: [admin@heas.org.uk](mailto:admin@heas.org.uk)

🌐 [www.heas.org.uk](http://www.heas.org.uk) An advice group for home educating families

#### **HE-Special-UK**

🌐 [www.he-special.org.uk](http://www.he-special.org.uk) Resources and information for families with children who have special educational needs.

#### **Free Range Education**

🌐 [www.free-range-education.co.uk](http://www.free-range-education.co.uk) Site contains resources, links, information, qualified legal help & email support service.

#### **Christian Education Europe**

Aranatha House, Unit S, Northford Close, Surivenshan, Swindon SN6 8HL

☎ 0179 378 3783 Email: [info@christian-education.org](mailto:info@christian-education.org)

Assists Christian families with the education of their children from 5 - 16 years.

#### **TOURIST INFORMATION**

☎ Worcester City: 01905 726311

🌐 [www.worcestershire-tourism.org](http://www.worcestershire-tourism.org) 🌐 [www.worcestershire.gov.uk/home/tou-index.htm](http://www.worcestershire.gov.uk/home/tou-index.htm)

Contact/ view websites for information about events/places to visit in Worcestershire and details of your local Tourist Information Centre.

#### **Avoncroft Museum of Buildings, Bromsgrove**

Stoke Heath, Bromsgrove, B60 4JR ☎ 01527 831363

🌐 [www.avoncroft.org.uk](http://www.avoncroft.org.uk) Open-air site with historic buildings & an active learning centre.

#### **Bewdley Museum**

Load Street, Bewdley, DY12 2AE ☎ 01299 403 573

E-mail: [museum\\_wfdc@online.rednet.co.uk](mailto:museum_wfdc@online.rednet.co.uk)

Hands on curricular based activities, contact for up to date programme of events.

**Bishops Wood Environmental Centre**

☎ 01299 250513 E-mail: [info@bishopswoodcentre.org.uk](mailto:info@bishopswoodcentre.org.uk)

🌐 [www.bishopswoodcentre.org.uk](http://www.bishopswoodcentre.org.uk) Click on Community & Events to find out open days.

**Education show at the NEC, Birmingham**

☎ 0870 429 4580

🌐 [www.education-show.com](http://www.education-show.com) A chance to view different resources for free, call for details of next show (no under 18's allowed).

**English Heritage**

🌐 [www.english-heritage.org.uk](http://www.english-heritage.org.uk) View for local events & activities.

**Hartlebury Castle**

Hartlebury, Nr Kidderminster, DY11 7XZ ☎ 01299 250 416

E-mail: [museum@worcestershire.gov.uk](mailto:museum@worcestershire.gov.uk) Hands on curricular based activities, contact for up to date programme of events, costs may apply.

**Museums within Worcestershire**

🌐 [www.worcestershire.gov.uk/home/cs-museum.htm](http://www.worcestershire.gov.uk/home/cs-museum.htm) View for events & activities.

**National Trust**

☎ Westmidlands 01743 708 100

🌐 [www.nationaltrust.org.uk/regions/westmidlands](http://www.nationaltrust.org.uk/regions/westmidlands) Contact/view for events & activities.

**The Borrowers Toy Library**

Sixways Trading Estate, Barnards Green, Malvern, WR14 3LY ☎ 01684 891081

Subscription £20 per year allows you to borrow 2 toys per week.

**The Sea life Centre, Birmingham**

The Waters Edge, Brindley Place, Birmingham, West Midlands, B1 2HL ☎ 0121 643 6777

🌐 [www.sealifeeurope.co.uk](http://www.sealifeeurope.co.uk) Visit website for resources.

Revised September 2005.

Address

Date

Dear Name

**Education at Home:**

As the Home Education Liaison Officer for Worcestershire Local Authority it is my responsibility to establish that .....is receiving an education that is suitable to his/her, aptitude and ability, and to any special educational needs he/she may have.

In order to do this I would like to arrange to visit you and .....on..... The visit will be very informal. I would like to see some of the work you have been doing with .....and I will be available to offer any support or information you may require, in order to assist in.....'s education.

I look forward to seeing you and .....on ..... If you have any questions in the mean time please contact Parent Partnership Service on 01905 727940.

Yours sincerely,

Sue Page  
Home Education Officer.

### Education At Home

<b>Initial Visit by:</b>		<b>Date:</b>		
<b>Name of Family:</b>	<b>Please tick ethnic origin: (optional)</b>			
	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>	Traveller <input type="checkbox"/>	Other <input type="checkbox"/>
	Black African <input type="checkbox"/>	Indian <input type="checkbox"/>	Settled Trav <input type="checkbox"/>	
	Black Caribb <input type="checkbox"/>	Irish <input type="checkbox"/>	White British <input type="checkbox"/>	
	Black Other <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White <input type="checkbox"/>	
<b>Name(s) of Child(ren)</b>		<b>Date of Birth:</b>		
<b>Address:</b>		<b>Tel:</b>		
<b>Parent / Carer:</b>				
<b>School attended and reason for withdrawal:</b>				
<b>Has/have your child(ren) has/have any special educational needs?</b>				
<b>How did you hear about your right to educate at home?</b>				
<b>Venue for teaching and adequacy of provision:</b>				
<b>Approximate time devoted to study:</b>				
<b>Attitude and views of pupil(s):</b>				
<b>Long term plans:</b>				

<b>Officers concerns/suggestions for improvement:</b>
<b>Officer action if appropriate:</b>
<input type="checkbox"/> The educational provision is suitable and efficient according to the age and aptitude of the pupil. <input type="checkbox"/> The educational provision needs to be adapted in order for it to be deemed suitable and efficient to the age and aptitude of the pupil. <input type="checkbox"/> The education provision is not deemed suitable and efficient according to the age and aptitude of the pupil and therefore this case is to be referred to the Education Welfare Service. Referred to EWS on (Date) _____ Whom referred to (Name) _____
<b>Date of next visit:</b>

<b>EVIDENCE OF WORK:</b>	
<b>Language and Literacy</b>	
Grammar and punctuation Spelling Comprehension Different kinds of writing: stories, poems, letters, reports, personal experiences Listen and respond to stories and poetry Source of books to read for pleasure Use library, fiction and non-fiction Extend vocabulary, share thoughts, extend ideas Dress up / imaginary play / stories Research, range of topics	
<b>Mathematics</b>	
Numeracy skills, calculations, handling data, problem solving Practical activities and application of concepts Tables Mathematical vocabulary Number rhymes, games, counting songs Resources	
<b>Science</b>	
Observe and study living things e.g. mammals, plants, birds, insects, human anatomy, nutrition, growth, how things in natural world change and develop Experiments e.g. temperature, evaporation, dissolving Health and safety Physical forces e.g. electricity, batteries, magnets, forces, gravity, light, sound, the Solar System Secondary level – access to laboratories / specialist facilities Resources	
<b>Personal &amp; Social</b>	
<b>Work / play / co-operate with others outside immediate family</b> Work in groups, share, develop constructive relationships Understanding of other cultures and beliefs (visits to places of worship, museums) Personal responsibility (pet, environment, property)	
<b>History</b>	
Main events and people Sense of chronology Museums, places of interest, using books for research Cause and effect	
<b>Geography</b>	
Explore local environment and learn about other countries Maps and globes Features in the landscape – hills, valleys, rivers	
<b>Technology</b>	
Materials and tools / design and evaluate Tape recorders, videos, television Computers for word processing, retrieving information, entering data	
<b>Creative</b>	
Art – materials, methods Music – listen, play, sing, compose Artists / musicians / composers Drama – use imagination, role play, story telling, scripted drama performance	
<b>Physical</b>	
Clubs / sports / specialist training Fine / gross motor skills	
<b>Other</b>	

## **Guidance for parents/carers who have decided to educate their child/ren otherwise than at school**

This information is designed to remind parent/carers about what is involved now that they have decided to educate their child **outside the school system**. This is also known as '**education otherwise**'.

Section 7 of the Education Act, 1996 states that:

"The parent of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable (a) to his/her age, ability and aptitude and (b) to any special educational needs he/she may have either by regular attendance at school or **otherwise**".

This means that parents/carers have a legal duty to ensure that their children are educated but this does not have to be in a school.

**NOW THAT YOU HAVE DECIDED TO EDUCATE YOUR CHILD AT HOME - REMEMBER THE FOLLOWING**

- 1) You will be responsible for ensuring that your child receives a broad and balanced education that is '**suitable to his/her age, ability and aptitude and to any special educational needs he/she may have**'.
- 2) You will be responsible for providing appropriate books, computer programmes, equipment, visits, access to sporting activities and possibly specialist tutors.
- 3) You will be responsible for providing opportunities for your child to socialise with people of their own age or mixed ages.

### **QUESTIONS AND ANSWERS**

**Do I need anyone's permission to educate my child at home?**

No, however, the Local Authority through its Children's Services Directorate has a statutory duty to satisfy itself that every child receives an education suitable to their age, ability and aptitude and to any special educational needs they may have including children who are educated at home.

If your child is on roll at a local authority maintained school you must inform the head teacher of your intention in writing, for their name to be removed from the school roll.

**What will happen if I do not notify the school in writing?**

If your child's name is on the school register and not attending, the Local Authority through its Education Welfare Service will investigate the absence and may take legal action. It remains YOUR responsibility to notify the school.

**Does this mean I have to follow the National Curriculum?**

No, you do not have a legal duty to provide your child with the National Curriculum although you may find it useful to know what it is. It will provide you with a useful framework for levels of achievement across the subjects. It will also help if your child returns to school in the future.

Currently, those subjects included in the National Curriculum are English, Mathematics and Science as the core subjects with Technology, History, Geography, Art, Music, Physical Education, Religious Education (unless parents/carers exercise their right to withdraw their child) and, after the age of 11 years, Modern Foreign Languages.

Many of the commercially produced workbooks available from bookshops relate to the National Curriculum.

**Do I have to work the normal school hours?**

No, full-time does not mean necessarily working a normal school day. Children in school normally spend around 25 hours on work each week, plus homework, according to age. The Local Authority will want to know how you are going to organise your weekly programme.

**How should I organise the teaching?**

There is no one approach or style that can be recommended. Variation of style will be more enjoyable for both you and your child.

**Do I have to provide all the education?**

No, but it is your responsibility to plan and provide an efficient programme of work. This can be done by the parent/carer, suitable friends or by paying for specialist teachers who are suitably qualified and experienced to teach your child. Parents/carers who choose to employ tutors will be responsible for ensuring that those whom they engage are suitable persons to have access to children. Parents/carers will therefore wish to satisfy themselves by taking up appropriate references and conducting character enquiries/checks. You are advised to remain in the home with your child when you employ a tutor.

**Will the LA give me any support?**

No, it is the Local Authorities responsibility to make a judgement about the quality of education provided and to indicate whether or not it is satisfactory. The Home Education Liaison Officer may visit you in order to make that judgement.

The Local Authority does not offer any financial assistance to parents/carers who make the decision to educate their children outside the school system.

**How often will the LA be in touch?**

The LA aims to visit within three months of notification and then to establish a routine of regular follow up visits.

**Can I change my mind?**

Yes, you can seek a place in a school at any time and inform the LA of your intention to send your child to school. However, this is likely to prove more difficult during the last two years of compulsory schooling once examination courses have commenced.

You may also find difficulty in returning to the school where your child last attended since there may not be a place available.

**What happens if the LA says the education I provide is not acceptable?**

The Home Education Liaison Officer will advise you of this and will send you a copy of their report, which will indicate any area of the educational provision that appears to be unsatisfactory. They will probably want to visit again with a colleague to see how you are improving the programme. If it remains unsatisfactory you may be asked to consider your child's admission to a school or a referral may be made to the Education Welfare Service. Consideration will then be given to obtain a School Attendance Order to ensure that your child receives a suitable education.

**What advice is available for home educators?**

The Home Education Advisory Service (01707 371854) and Education Otherwise (0891 518303) are organisations that may be able to offer advice. Worcestershire County Council Children's Services cannot take responsibility for the advice and guidance offered to parents by these or other voluntary organisations.

Date: (as a reference)

[Name]  
[Address]

[date]

Dear [parents name]

**Education at Home: [name of child]**

I am writing to advise that [name of child] is due a home education follow up visit.

As the Home Education Liaison Officer for Worcestershire Local Authority it is my responsibility to establish that [name of child] is continuing to receive an education that is suitable to [his/her] age, ability and aptitude and to any special educational needs [she/has] has.

I would like to visit you and [name of child] at [time] During my visit I would like to see some of the work you have been doing with [name of child] and discuss with you any issues or concerns that may have arisen since my last visit.

I look forward to seeing you and [name] on **day, month, year, time.**

If you have any questions in the meantime please contact the Parent Partnership Service on 01905 727940.

Yours sincerely,

Sue Page

***Home Education Liaison Officer***

## Education At Home

<b>Follow up Visit by:</b>	<b>Date:</b>																																						
<b>Name of Family:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="6"><b>Please tick ethnic origin: (optional)</b></td> </tr> <tr> <td>Bangladeshi</td> <td><input type="checkbox"/></td> <td>Chinese</td> <td><input type="checkbox"/></td> <td>Traveller</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Black African</td> <td><input type="checkbox"/></td> <td>Indian</td> <td><input type="checkbox"/></td> <td>Settled Trav</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Black Caribb</td> <td><input type="checkbox"/></td> <td>Irish</td> <td><input type="checkbox"/></td> <td>White British</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Black Other</td> <td><input type="checkbox"/></td> <td>Pakistani</td> <td><input type="checkbox"/></td> <td>White</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	<b>Please tick ethnic origin: (optional)</b>						Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Traveller	<input type="checkbox"/>	Other	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Settled Trav	<input type="checkbox"/>			Black Caribb	<input type="checkbox"/>	Irish	<input type="checkbox"/>	White British	<input type="checkbox"/>			Black Other	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White	<input type="checkbox"/>		
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Black Caribb	<input type="checkbox"/>	Irish	<input type="checkbox"/>	White British	<input type="checkbox"/>																																		
Black Other	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White	<input type="checkbox"/>																																		
<b>Name(s) of Child(ren):</b>																																							
<b>Problems that have arisen since last visit:</b>																																							
<b>Pupils current view of their education at home:</b>																																							
<b>Positive features of the programme:</b>																																							
<b>Officers concerns/suggestions for improvement</b>																																							
<b>Officer action if appropriate:</b>																																							
<input type="checkbox"/> The educational provision is suitable and efficient according to the age and aptitude of the pupil. <input type="checkbox"/> The educational provision needs to be adapted in order for it to be deemed suitable and efficient according to the age and aptitude of the pupil. <input type="checkbox"/> The educational provision is not deemed suitable and efficient according to the age and aptitude of the pupil. Suggested improvements have not been made and therefore this case is to be referred back to the Education Welfare Service. Referred to EWS on (Date)                      Whom referred to (Name)																																							
<b>Date of next visit:</b>																																							

C1  C2  C3  C4

<b>EVIDENCE OF WORK:</b>	
<b>Language and Literacy</b>	
Grammar and punctuation Spelling Comprehension Different kinds of writing: stories, poems, letters, reports, personal experiences Listen and respond to stories and poetry Source of books to read for pleasure Use library, fiction and non-fiction Extend vocabulary, share thoughts, extend ideas Dress up / imaginary play / stories Research, range of topics	
<b>Mathematics</b>	
Numeracy skills, calculations, handling data, problem solving Practical activities and application of concepts Tables Mathematical vocabulary Number rhymes, games, counting songs Resources	
<b>Science</b>	
Observe and study living things e.g. mammals, plants, birds, insects, human anatomy, nutrition, growth, how things in natural world change and develop Experiments e.g. temperature, evaporation, dissolving Health and safety Physical forces e.g. electricity, batteries, magnets, forces, gravity, light, sound, the Solar System Secondary level – access to laboratories / specialist facilities Resources	
<b>Personal &amp; Social</b>	
<b>Work / play / co-operate with others outside immediate family</b> Work in groups, share, develop constructive relationships Understanding of other cultures and beliefs (visits to places of worship, museums) Personal responsibility (pet, environment, property)	
<b>History</b>	
Main events and people Sense of chronology Museums, places of interest, using books for research Cause and effect	
<b>Geography</b>	
Explore local environment and learn about other countries Maps and globes Features in the landscape – hills, valleys, rivers	
<b>Technology</b>	
Materials and tools / design and evaluate Tape recorders, videos, television Computers for word processing, retrieving information, entering data	
<b>Creative</b>	
Art – materials, methods Music – listen, play, sing, compose Artists / musicians / composers Drama – use imagination, role play, story telling, scripted drama performance	
<b>Physical</b>	
Clubs / sports / specialist training Fine / gross motor skills	
<b>Other</b>	

[name]  
[address]

[date]

Dear [name]

**Education at Home: [name] [DoB]**

I write following my letter to you of [date], which informed you that as the Home Education Liaison Officer for Worcestershire Local Authority, I would like to have visited you on [date] to discuss the work that [name] has been doing.

As I had not heard from you to confirm this, despite my letter of [date], I would be grateful if you could contact me on 01905 727940 to discuss [names] education.

If I do not hear from you within 7 days of receiving this letter I will assume that you no longer wish to educate [name] at home. I will then liaise with the Education Welfare Service who will contact you regarding [name's] education.

Yours sincerely,

Sue Page  
**Home Education Liaison Officer**

Dear [name]

I am writing to remind you that I will be visiting you and [name] on **[day, date year, time]**.

I have been unable to confirm whether this appointment is convenient to you as I have been unable to contact you on your telephone number. If there are any problems please ring 01905 727940.

*Yours sincerely*

Sue Page

Home Education Liaison Officer



Home Education Visit Feedback

Home Education Liaison Officer: Sue Page

Please tick the appropriate box

Were you happy with the visit?			
Was the visit helpful?			
Do you feel confident to continue to educate at home?			
Child(ren)'s view of the visit?			

How could we improve our service?

.....  
Signed (optional)  
.....

Home Education Liaison Officer  
The Parent Partnership Service  
FREEPOST  
PO BOX 73  
Worcester  
WR5 2YA



[Name]  
[Address]

[Date]

Dear [Name]

**Education at Home: [Name of child]**

I trust everything is going well and home education is continuing to be successful. I am aware that in the past you have submitted written information regarding the education of [name of child] and I am writing to request an update. Alternatively, if you would prefer, I would be very happy to meet you at the Parent Partnership offices on a mutually agreed date and time to discuss with you the continued provision that you are making for your child(ren)'s education.

I enclose a report form and freepost envelope if you decide to send me some information, or please contact me either by letter or phone call, requesting an appointment.

I look forward to hearing from you.

Yours sincerely

Sue Page  
**Home Education Liaison Officer**



**Education at Home**  
Parental Report (CAT4)

<b>Name of Family:</b>	<b>Date:</b>
<b>Name(s) of Child(ren):</b>	<b>Age(s):</b>
<b>Address:</b>	<b>Tel:</b>
<b>Approximate time devoted to study:</b> (Please attach timetable)	

<p><b>EVIDENCE OF WORK</b> Please include details of :</p> <ul style="list-style-type: none"> <li>◆ workbooks used</li> <li>◆ topics covered</li> <li>◆ areas of achievement</li> <li>◆ progress made</li> <li>◆ visits, trips, membership of clubs etc</li> </ul>	
<b>Language and Literacy</b>	
<b>Mathematics</b>	
<b>Science</b>	

<b>Personal and Social</b>	
<b>History</b>	
<b>Geography</b>	
<b>Technology</b>	
<b>Creative</b>	
<b>Physical</b>	
<b>Other</b>	

Please attach copies of any evidence of work which you think would be appropriate, or which you feel supports this report.

Guardian Name: ..... (PRINT)

Signed: ..... Date: .....2002

RETURN TO: Parent Partnership Service, PO Box 73, Worcester WR5 2YA. Tel: 01905 727940

***Children educated at home should complete this section***

**Name:**

**Date:**

**Please write about the topics or subjects that you have enjoyed studying since our last visit.**

# End of Year

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## Pupil Self Evaluation

Name \_\_\_\_\_ Age \_\_\_\_\_

Which subjects have you enjoyed studying the most this year?

Which subjects have you enjoyed studying least this year?

Tell me about three achievements during this academic year (academic or otherwise) that you are proud of.

What do you want to do when you complete your education at home?

What are your three main targets (academic or otherwise) for the coming year?

What have you found most enjoyable about being educated at home?

What, if anything, have you found difficult about being educated at home?

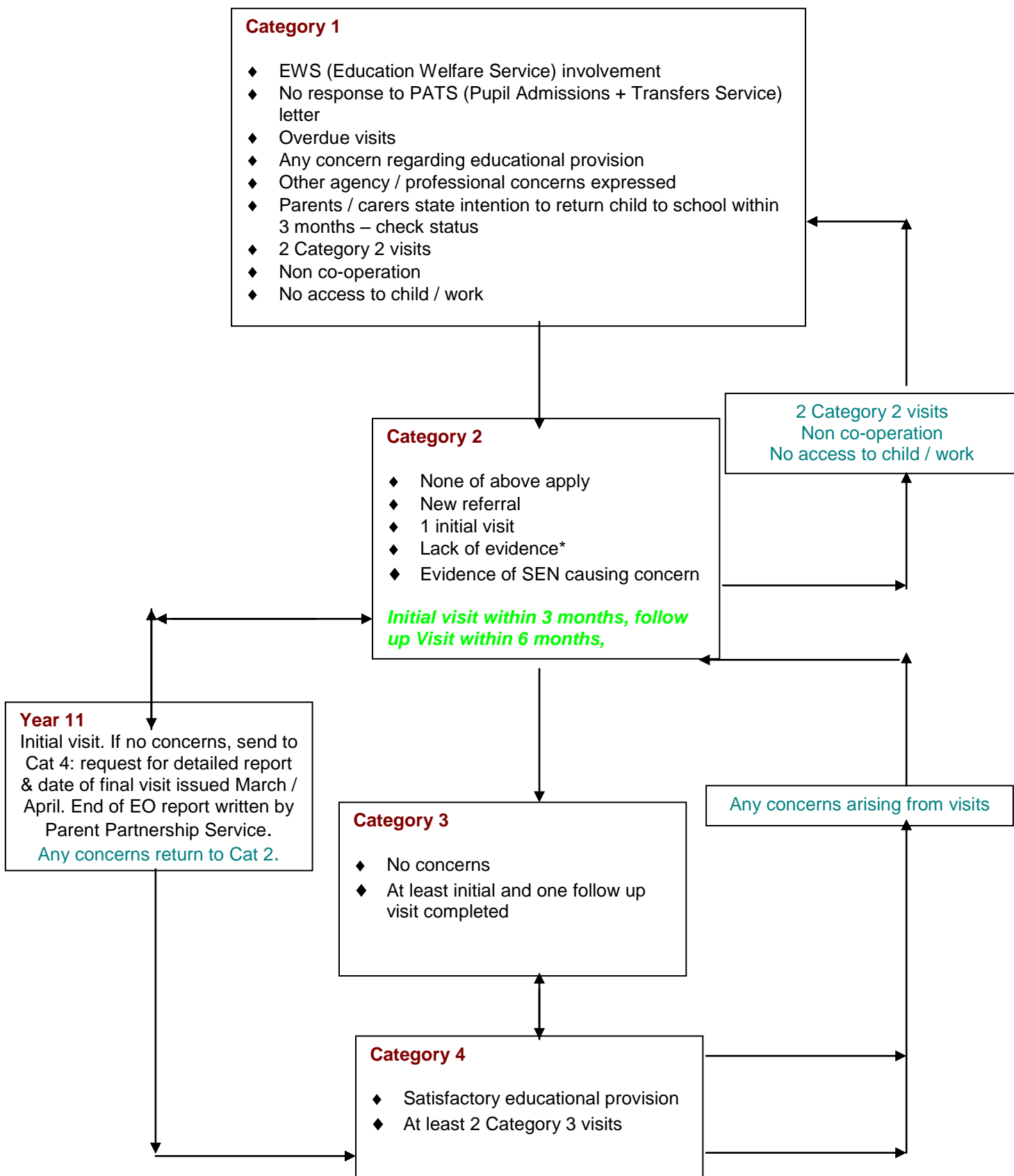


7. Please feel free to add any other comments you would like to make regarding home education.

**Thank you for taking the time to complete this questionnaire**

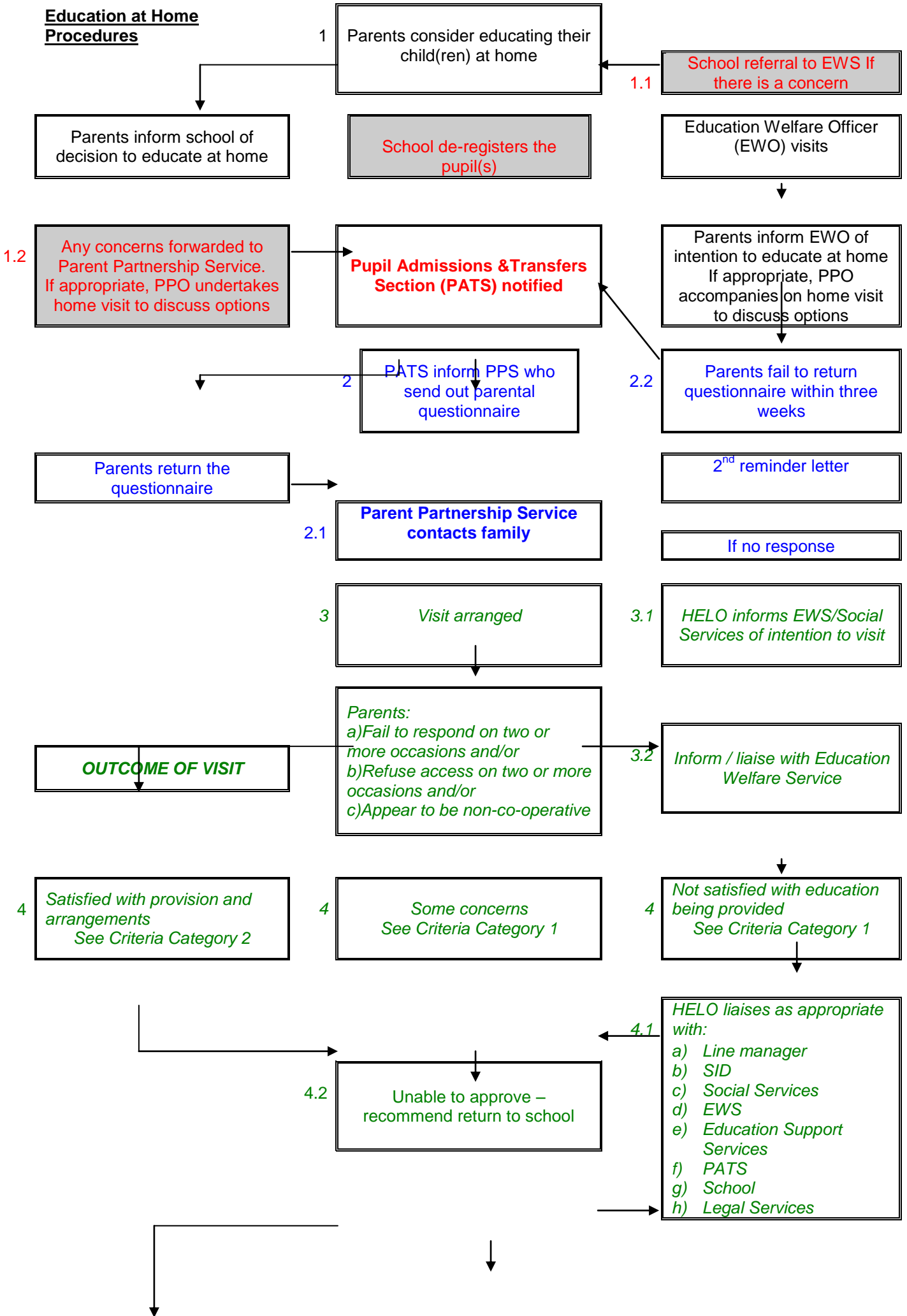
# Criteria for Education At Home Visits

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\* LA to ensure that the child/ren is/are being provided with “efficient, full time education suitable to age, ability and aptitude and to any special needs” in accordance with Sections 7 and 437 of the Education Act 1996.

**Education at Home Procedures**



### Additional notes re: Flowchart for visiting those families educating at home

Families are categorised according to certain criteria, which enables the Parent Partnership Service to prioritise visits.

- All new referrals automatically enter as a category 2.
- All criteria within a category are of equal value.
- If **any** criteria from category 1 are present, this would justify a family being entered onto that category. The same applies for other categories.
- Families fulfilling criteria from more than one category would be entered onto the higher category (1 being the highest).
- It is anticipated that unless there are any concerns regarding the educational provision, families would progress through the categories from Category 2 to Category 4.
- 'Any concerns' which would prompt families moving from one category to a higher category may include any of the following:
  - ↪ non co-operation by parents/carers
  - ↪ no access to work/child
  - ↪ lack of evidence of work
  - ↪ lack of planning and/or provision
  - ↪ other agency / professional concerns expressed (e.g. by Education Welfare Service, Social Care), which may affect the quality of education provided or received
  - ↪ any other concerns regarding educational provision
- On completion of home education, or on reaching the age at which statutory schooling may cease, the Parent Partnership Service will issue a written report.