



HILLINGDON  
LONDON

## **Elective Home Education – Information for Parents**

*\*Please note this is for information - this is not the London Borough of Hillingdon's Elective Home Education Policy*

## Introduction

The following information is for parents who are considering or who have decided to home educate their child(ren).

Education is compulsory for your child from the start of the school term after your child's fifth birthday until the last Friday of June during the year that they become 16, provided that your child's birthday is before the beginning of the next school year.

Whilst **education** is compulsory, **going to school** is not.

You can choose to provide your child with a suitable education at home and this is known as **Elective Home Education (EHE)**. This is different from the Home Schooling that has happened during the Covid-19 pandemic, where children who attend school had their classes from home for a fixed period of time.

EHE is when you choose not to send your child to school but make your own arrangements for their education. The decision to home educate your child should be carefully thought through as it requires a considerable commitment of time, energy, and money from you the parent.

The responsibility for your child's education rests with you, their parents. Section 7 of the Education Act 1996 states that:

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

- a) *to their age, ability, and aptitude, and*
- b) *to any special educational needs they may have*

*either by attendance at school or otherwise.'*

## **I am thinking of registering my child for Elective Home Education (EHE), who do I contact?**

You might want to consider discussing home education with national support groups and other parents who home educate who have a wealth of knowledge and can offer advice. Hillingdon Council's website <https://www.hillingdon.gov.uk/ehe> also offers guidance.

If you decide to home educate and your child is currently on the roll of a school, you may notify the school of your wish to home educate in writing.

You may also contact Hillingdon by emailing Hillingdon's Elective Home Education Officer, [EHE@hillingdon.gov.uk](mailto:EHE@hillingdon.gov.uk).

## **Am I legally obliged to inform my local authority that I want to educate my child at home?**

The law does not currently require you to notify your local authority of your intention to home educate your child. However, it is recommended that you register your intention. Hillingdon Council wants to work with you in the best interests of your child, to provide you with support and guidance to enable you to provide a suitable education. You are under no legal requirement to take up the offer of support if you feel you do not need it, but it is there for all EHE families.

Hillingdon Council has a legal duty to ensure all children resident in the borough are

receiving a suitable education, so need to make enquiries to be confident that is the case. If we have no information about the education a child is receiving, the Local Authority (LA) must continue to make enquiries until it is satisfied that they are not missing from education. Our goal is to provide you with support, advice, and guidance and to work in a spirit of mutual respect and co-operation. However, we may need to intervene, regardless of registration, if it appears that a suitable education is not being provided. Further guidance is available at <https://www.hillingdon.gov.uk/ehe>.

### **My child has special needs with an Education Health and Care Plan (EHCP), can I still home educate my child?**

You have a right to home educate your child, even if they have Special Educational Needs (SEN) or an EHCP. You are required to provide an education suitable to any special educational needs that your child might have. At any time, home educating parents may request the LA carry out a statutory assessment or reassessment of your child's needs and the LA will consider the request within the same timescales as if the request were made through a school.

If you choose to home educate, you are under an obligation to make other 'suitable arrangements' which meet the needs of your child. The LA will continue to hold an Annual Review of the plan and you will be invited to attend. While you do not have to attend the meeting, it would assist the LA in ensuring that the plan continues to be right for the child. At any time, you can request the LA to cease maintaining the plan and the LA will give this request due consideration.

[Local offer](#) information is available on Hillingdon's website.

The purpose of the local offer is to help parents and young people to see more clearly what services are available in their area and how to access them. Knowing what is available and how it is accessed gives more choice and control over what support is right for your child.

### **My child's current school has requested I remove my child from their roll and register as EHE, can they do this?**

A school cannot request or advise a parent to de-register their child from the school to home educate. Any decision to home educate must be made by you. The responsibility to provide a suitable education to your child will be effective from the date after you remove your child from the school.

### **Can my child be educated at home part-time and at school part-time?**

Flexi-schooling is an arrangement where your child is educated part-time in a school and part time at home. You need to receive prior agreement from a school to enter into flexi-schooling arrangements. Headteachers are under no obligation to agree to or approve such arrangements. If the school does agree:

- Your child is registered at a school where they attend part-time and they also spend some time receiving education at home.
- They will be required to follow the National Curriculum whilst at school.
- Your child will be marked as 'authorised absent' in the school attendance register during periods where they are receiving home education.
- The LA do not meet with families whose children have flexi-schooling arrangements as schools are ultimately responsible for the attainment of every child registered on their roll.

### **What are the main costs associated with home education?**

If you elect to home educate your child, you will be completely responsible for financing their education. You will need to pay for the costs of a broad and

balanced education, including:

- Any books, learning materials, stationery, IT equipment
- Any tutors, educational trips, opportunities for exercise, sport, and leisure
- Any subscriptions to clubs or educational resources
- Any examinations

There is no funding available from the Department of Education (DFE) or the LA to assist with the related costs in delivering education at home. Hillingdon Council does not provide coursework, tutors or arrange exams.

A responsible adult will need to be available to oversee the education and supervise the child or young person; this may require changes to an established lifestyle.

Your child does not have to sit any examinations but if you wish them to do so, then you will need find a registered exam centre, in addition to paying for the exams. For information about exams, please refer to the 'useful websites' section of our website <https://www.hillingdon.gov.uk/ehe>

### **Am I required to follow the National Curriculum?**

In schools, children follow the National Curriculum. You do not need to follow the National Curriculum when educating at home, although you might find it useful to use as a framework for your own teaching. If you intend for your child to go to school at some point in the future, it may be beneficial to cover similar work in order to make the transition into school easier.

Families who chose to home educate can follow a variety of educational approaches and you may choose to make provision that responds to the developing interests of your child and that fits in with their particular lifestyle. There is no requirement for you to follow a prescribed curriculum or to teach compulsory subjects. Being home educated offers freedom outside of the classroom and parents can make use of local amenities and the great outdoors.

### **Are there any minimum expectations for the curriculum that I provide for my child?**

In 2001 the Committee on the Rights of the Child published a paper highlighting the importance of a child's right to an education. It states:

*'Article 29 (1) underlines the individual and subjective right to a specific quality of education. Education must include not only literacy and numeracy but also life skills, such as the ability to make well-balanced decisions; to resolve conflicts in a non-violent manner and develop a healthy lifestyle, good social relationships and responsibility, critical thinking, creative talents and other abilities which give children the tools needed to pursue their life options.'*

Furthermore, according to UK case law, the content of the provision must be suitable in that it:

*'equips a child for life within the community of which they are a member...as long as it does not foreclose the child's options in later years to adopt some other form of life they wish to do so.'*

### **What is a good curriculum?**

A good curriculum is one which consists of everything that is done, in order to ensure intellectual, social, emotional, and spiritual development.

A good curriculum should be:

**Broad:** It should introduce your child to a wide range of knowledge, understanding and skills.

**Balanced:** Each part should be given sufficient time to make its special contribution, but not so much time that it squeezes out essential parts.

**Relevant:** Subjects should be taught to reflect your child's own experience, be applicable to adult life, and to give due emphasis to their practical aspects.

**Differentiated:** What is taught and how it is taught needs to be matched to your child's ability and aptitude.

### **The social aspect**

Your child's social development is an important part of their education.

There are many opportunities for socialisation for home educated children and this may be with people of any age. Children may have extended family members and family friends or may join other home educated children on visits to museums, galleries, theatres, or other places of interest. In addition, your child could socialise with others through a particular sport or hobby by joining a club or taking part in events.

If your child's home education impedes social development because it leads to excessive isolation from your child's peers, it may not be considered suitable.

### **You will want to consider how the education you provide will help your child to develop:**

- communication skills
- observation and awareness skills
- problem solving skills
- creative and imaginative skills
- literacy skills
- numerical skills
- physical skills
- personal and social care skills

You may find it helpful to consider the assessment method you will be using to record your child's learning and show progress they have made. Ultimately, a good education is one where you can see the progress your child makes over time, in a range of different disciplines. There are many ways to show progress, based on the type of learning and the aptitude of your child.

### **How many hours would be considered as 'full-time'?**

There is no legal definition of "full-time" in terms of education at home, or at school. The DFE advises that 'children attending school normally have about five hours tuition a day for 190 days a year, spread over about 38 weeks.

However, home education does not have to look like this. There is no requirement to have a structured timetable (although you may find this useful), nor to offer education during school hours. In EHE, there is often almost continuous one-to-one contact and education may take place outside normal 'school hours.'

In practice, the question of whether education for a specific child is full-time will depend on the facts of each case; but you as parents should at least be able to

quantify and demonstrate the amount of time your child is being educated and the progress they are making against the outcomes you have set for them.

If a lack of sufficient education prevents them from making progress, it may be deemed as neither 'efficient' nor 'suitable.'

### **Do I need to teach everything and do I need special qualifications?**

You do not need to have any qualifications to home educate. You may wish to teach your child yourself, employ a tutor, enrol your child for educational sessions or teach in groups with other home educated children.

If you do decide to employ a tutor, it is advisable to check their qualifications, references and ask to see their Disclosure and Barring Service (DBS) certificate. The DBS will inform you if the tutor has any previous record of offences which might make them unsuitable for work with your child. You will also need to consider the cost of tutoring as you will need to pay for any services you employ.

### **I think my child might be gifted. What can I do about that?**

There are several organisations that can offer you support and advice on how to nurture and strengthen your child's potential. Please note that in providing the information below we are not recommending these organisations to you, merely signposting you to sources of advice and support that may be of interest.

[Potential Plus UK](#) is an independent charity that works with the whole family to support children with high learning potential (gifted and talented).

[National Association for Able Children in Education \(NACE\)](#), specialising in supporting teachers to provide excellent teaching and learning for able, gifted, and talented pupils. They may also be able to provide parents with additional support/information.

[London Gifted and Talented](#) offers continuing professional development, resources, and consultancy to improve the quality of gifted and talented teaching and learning.

### **I am still interested in registering to home educate. What do I need to do now?**

If your child has never been to school, you do not have a legal requirement to tell the LA that you are home educating, but it would be helpful to the LA for you to do so. We will need to make informal enquiries to ensure your child is not missing from education, so this will save everyone time and ensure you are given support, advice, and guidance if you need it.

If you wish to pursue Elective Home Education for your child, please put this in writing to Hillingdon's Elective Home Education Officer, [EHE@hillingdon.gov.uk](mailto:EHE@hillingdon.gov.uk).

### **Who do I need to inform if my child is registered at a mainstream school?**

If your child is registered at a mainstream school:

- We would recommend having a discussion with the school prior to making your decision to EHE, especially if you are considering this if you feel your child's needs are not being met at the school.
- If you still wish to proceed, you are then required to write to the Headteacher to request that your child is removed from the admissions register.
- You must clearly state that you will take full responsibility of your child(ren)s education, the name of the child(ren) and your name(s) must be included in the letter.
- The school will then remove your child's name from the roll and inform the LA that your child will be home educated.

### **Who do I need to inform if my child is registered at a special school?**

If your child is registered at a special school and you wish to home educate:

- You must write to the school stating that you wish to educate your child otherwise than at school.
- The school will inform the LA of your wishes, but will not remove your child's name from the register until agreement is received from the LA.

### **If I want my child to return to school, what do I do?**

Quite often, children or their parents find that home education is not for them. It is a great responsibility and involves a considerable commitment of time, energy and money. If you do decide that you would like your child to return to school, please read the information available on our website via [www.hillingdon.gov.uk/In-year-admissions](http://www.hillingdon.gov.uk/In-year-admissions) and submit an in-year application.

If you require further assistance, you can discuss this with the Elective Home Education Officer on 01895 556644.

### **Where can I find information about online resources and safety filters?**

There are lots of online resources for home educators. Please look at our 'useful websites' document on <https://www.hillingdon.gov.uk/ehe>.

We strongly advise that homecomputers, laptops and mobile devices have appropriate filters to protect children from accessing inappropriate content, and that parents talk to their children about the use of social media and how to keep themselves safe whilst online.

You may like to look at:

- Child Exploitation and Online Protection (CEOP) website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) or
- NSPCC's website [www.net-aware.org.uk/](http://www.net-aware.org.uk/)

### **What about employment, work placements and work-based learning for my child?**

Children aged 13-16 can undertake light work as paid or unpaid employment. The type of work which is permitted can be found on Hillingdon Council's website, [www.hillingdon.gov.uk/childworkpermit](http://www.hillingdon.gov.uk/childworkpermit).

Included on the website are the details of limitations to working and these would also apply to work placements. They are taken from Hillingdon's by-laws. The employer will need to apply for a Work Permit to Hillingdon Council and this will need to be agreed and signed by the parent. The employer will be required to carry out a risk assessment and has the responsibility for arranging any insurance cover needed and for ensuring the Health and Safety requirements are in place.

### **My child is involved in entertainment, modelling or sports? What can I do?**

Parents may wish for their child to be involved in paid work in the theatre, in a film or television, in modelling or sporting activities. The person responsible for the production or performance must make an application for a Performance Licence to Hillingdon Council. Completed applications must be submitted no later than ten working days before the performance is scheduled to take place.

Once an initial application is received and a licence issued, the child will be registered and provided with a unique reference number. Further information is available on Hillingdon Council's website under 'Children's Performance Licences' [www.hillingdon.gov.uk/article/26426/Childs-performance-licence](http://www.hillingdon.gov.uk/article/26426/Childs-performance-licence).

### **Can my 14-16 year old child get a college placement?**

Some colleges offer funded places to electively home educated 14-16 year olds. These places are limited and not all colleges are able to accept 14-16 year olds. Parents will need to make arrangements directly with the college and make it clear to the provider that the child(ren) are EHE so that the college can apply for the correct funding. Courses on offer tend to be practical learning which develop skills needed for further education or employment. Parents are not expected to pay fees for this provision as it is funded by the Education Funding Agency (EDA). Further information is available on the GOV.UK website.

[www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges](http://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges).

### **Colleges offering courses for children aged 14-16:**

We would recommend you check the information on the websites a term prior to when you would require the place as there may be deadlines to apply for these courses.



College	Address	Contact number	Website
Ealing Independent College	83 New Broadway, Ealing, London W5 5AL	020 8579 6668	<a href="http://www.ealingindependentcollege.com/admissions-gcse-courses">www.ealingindependentcollege.com/admissions-gcse-courses</a>
*West Herts College	Watford Campus Hempstead Rd, Watford WD17 3EZ	01923812345	<a href="http://www.westherts.ac.uk">www.westherts.ac.uk</a>
**Uxbridge College	Uxbridge Campus Park Rd, Uxbridge UB8 1NQ	01895 853333	<a href="http://www.uxbridgecollege.ac.uk/courses-west-london/gcse/76-level-2-13/5958">www.uxbridgecollege.ac.uk/courses-west-london/gcse/76-level-2-13/5958</a>

\*Only have a fee-paying young chef's programme.

\*\*Only available for year 11 aged pupils.

### **What post 16 options are available to young people who are home educated?**

Young people are required to engage in education, training, or employment with training until the age of 18. This includes college, apprenticeships, employment with training, attending sixth form or volunteering. It becomes the young person's responsibility to engage in education after the last Friday in June in the academic year in which they turn 16. However, it is expected that parents will continue to support their child with identifying and accessing their chosen pathway.

Some colleges offer courses that do not require the young person to have any formal qualifications. However, most courses have entry requirements, and a set number of GCSEs may form part of the requirement for an offer to be made. As colleges are generally over-subscribed an assessment/ interview may also form part of the application process.

The EHE Officers can signpost the young person to the Participation team who can offer careers advice and to help find a suitable post-16 placement for a young person. The referral would usually be submitted in the later stages of Year 11 if a young person is unsure of their options for the next academic year.

Please contact Hillingdon's Participation Team for further advice offered to young people regarding employment support and training on 01895 250858.

## **What is the role of the EHE Officer and how can they support me?**

Hillingdon respects parents' rights to home educate. Where Hillingdon is aware of home-educated children within our area, we will:

- provide information for parents or guardians who have chosen to home-educate. This information may be specific to the age of the pupil, for example about exam centres etc.
- contact you to make enquiries about the education of your child. This is our legal duty to ensure all children are getting a suitable education.
- offer support and guidance if you are not sure how to proceed in home educating your child.
- aim to contact you at least annually to provide the latest information regarding EHE, to confirm you are continuing to home educate your child, or to provide details of the school or college that your child is currently attending. We will also invite parents and young people to respond to a review questionnaire. If you need more advice and support than an annual check-in, you can ask for more contact with the EHE officer.
- ensure both you and your child are made aware of opportunities to be consulted on local developments that affect you. These can include upcoming OFSTED visits, where your opinion is valued, or youth voice forums that your child can contribute to.
- work with you and other agencies to ensure that the safety and wellbeing of your child is safeguarded.

We would encourage parents to maintain a dialogue with the LA. While there is no requirement for you to do so, we will only make enquiries to fulfil our statutory duties, or to provide support if you request it.

## **What happens if we have concerns about the education provided to your child?**

If information exists which may cast doubt on whether an "efficient and suitable education" is being provided, the LA will seek to gather any relevant information that will assist in reaching a properly informed judgement. We will request that parent(s) supply information by sending a report on the provision being made which should include examples of work, timetables, or online courses they maybe participating in.

This will also include seeking from the parents any further information that they wish to provide explaining how they intend to provide a suitable education for their child(ren) and the parents will be given the opportunity to address any specific concerns that the local authority has.

If it appears that the provision is not suitable, the LA has a duty (under section 437(1) of the Education Act 1996) to intervene, and the Children Missing Education Officer may become involved.

The LA does have the authority to enforce a 'school attendance order' (SAO) where an efficient and suitable education is not being provided, despite the parents being provided an opportunity to address concerns raised by the local authority. The SAO will name a school at which the parents are required to register their child. It should be noted that, in such cases or if parents have decided they no longer wish to home educate, the child will not be guaranteed admission into

a school of their choice or back into the school previously attended. Hillingdon sees the taking of the above measure as a last resort, after all reasonable avenues have been explored to bring about a resolution of the situation. At any stage following the issue of the SAO, parents may present evidence to Hillingdon that they are now providing a suitable and appropriate education and apply to have the SAO revoked.

### **What happens if my child is involved in anti-social behaviour?**

If it becomes apparent from other agencies, for example Police, Youth Offending Team, or substantiated reports by members of the community, that a home educated pupil is participating in anti-social activities during the normal school day, then it is likely that we will approach parents in order to review their child's educational progress.

### **What data does Hillingdon hold on my child and what do they do with it?**

Hillingdon Council regards the lawful and correct treatment of personal information as particularly important to carrying out its operations successfully and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly. Any details of the services we provide or information about you or your family will be stored and used in strict accordance with our registration under the Data Protection Act 1998.

### **Privacy Notice for Elective Home Education**

The responsibility for monitoring Elective Home Education Officers sits within the School Placement and Admissions team. Local Authorities (LA) have a legal obligation (s437 Education Act 1996) to ensure that all children who are of statutory school age who reside in the area are in receipt of a 'suitable education'. Any/all parents have a legal right to educate their children 'otherwise' than at school, commonly referred to as 'elective home education' (EHE).

The Council, in its capacity of Data Controller, holds certain information about you and your child(ren) which it needs to process for the purpose of providing the following service: School Placement and Admissions. The information below is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **Is there a complaints procedure?**

If you are not happy with any aspect of the Elective Home Education service, please contact:

School Placements and Admissions Team  
4E/09, Civic Centre, High Street, Uxbridge, UB8 1UW  
01895 556644

[admissions@hillingdon.gov.uk](mailto:admissions@hillingdon.gov.uk)

[www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

If you are still not satisfied you can lodge a formal complaint by emailing [complaints@hillingdon.gov.uk](mailto:complaints@hillingdon.gov.uk) or complete a form through

[www.hillingdon.gov.uk/complaints](http://www.hillingdon.gov.uk/complaints).