Identifying concerns and providing support

Torbay Children's Services provide ongoing support to all those parents who choose to home educate. Torbay Children's Services also act if it appears that a child is not receiving a suitable education.

The procedures below set out a clear and transparent framework that provides the necessary guidance for parents.

(NIP = No Information Provided FIR = Further Information Required SEP = Suitable Educational Provision)

Parents do not respond to any requests for information

EHE Services send Letter 3.1 (NIP) to parents RECORDED DELIVERY. Letter 3.1 (NIP) is a REPEAT REQUEST FOR INFORMATION and expresses concern over the lack of information provided. The letter sets out the legal obligation to serve notice (School Attendance Order), if no information is provided and it is considered that the education in place is not suitable. Parents have a further 14 days to respond.

PARENTS STILL DO NOT RESPOND. Key factors are identified which may cause significant concern and justifies a decision of 'not receiving suitable education'. A school attendance order is

considered, and if appropriate,

procedures commence.

Parents respond with information, however, there are still concerns over the education provision.

Parents work

collaboratively with

the EHE Services to

address essential

criteria. A

timescale for

improvement is set

up.

EHE Services send Letter 3.2 (FIR) to parents. Letter 3.2 (FIR) requests further information and offers ongoing support of the EHE officer. A further meeting is arranged.

Parents work collaboratively with the EHE Services. Despite ongoing support, key factors still cause significant concern and justifies a decision of 'not receiving suitable education'. A school attendance order is considered, and if appropriate, procedures commence.

<u>Parents</u> respond with information and this confirms:

A SUITABLE EDUCATIONAL PROVISION IS IN PLACE.

Letter 3.3 (SEP) is sent. Parents are informed of this decision and also informed of the EHE Review **Process**

Procedure (see next page)

Annual Review

School Attendance Order (SAO) process commences by Torbay Council Attendance Team SAO Letter 1 Informs parents that SAO process has started, and parents have a further 15 days to provide EHE evidence or register with Admissions for a school place.

No further EHE evidence is provided by the parents. SAO Letter 2 sent and informs parents that SAO will be issued which will state the school for the child to attend. Another 15 days is provided for communication and further evidence to be provided.

> School Attendance Order (SAO) Issued by Torbay Council specifying the school for the child to attend.

The Law states that parents can apply for a school place at any time.

EHE Annual Review Process

The Annual Review meeting with the EHE Services provides the opportunity for home educating families to reflect on their child's progress over the preceding 12 months. Parents should provide information that demonstrates a brief record of the child's achievements and progress.

The following procedures set out a clear and transparent framework that provides the necessary guidance for parents.

The EHE Services send an Annual Review Letter to parents

This Annual Review Letter requests a home visit so that parents can demonstrates that their child is still receiving an efficient full-time education suitable to their age, ability and aptitude and to any SEN they may have.

<u>Parents do not respond</u> to any requests for further information

Letter 3.1AR (NIP) to parents
RECORDED DELIVERY.
Letter 3.1AR (NIP) is a REPEAT
REQUEST FOR INFORMATION and
expresses concern over the lack of
information provided. The letter
sets out the legal obligation to
serve notice (School Attendance
Order), if no information is
provided and it is considered that
the education in place is not
suitable. Parents have a further
14 days to respond.

PARENTS STILL DO NOT RESPOND.

Key factors are identified which may cause significant concern and justifies a decision of 'not receiving suitable education'.

A school attendance order is considered, and if appropriate, procedures commence.

Parents respond with information, however, there are still concerns over the education provision.

EHE Services send Letter 3.2AR (FIR) to parents.
Letter 3.2AR (FIR) requests further information
and offers ongoing support of the EHE officer.
A further meeting is arranged.

Parents work collaboratively with the EHE Services.

Despite ongoing support, key factors still cause significant concern and justifies a decision of 'not receiving suitable education'.

A school attendance order is considered, and if appropriate, procedures commence.

Parents work collaboratively with the EHE Services to address essential criteria. A timescale for improvement is set up.

Parents
respond with
further
information and
this confirms:

A SUITABLE
EDUCATIONAL
PROVISION IS
STILL IN PLACE.

Letter 3.3AR (SEP) is sent.

Parents are informed of this decision and also informed of the next EHE

Annual Review

School Attendance Order (SAO) process commences by Torbay Council Attendance Team SAO Letter 1 Informs parents that SAO process has started and parents have a further 15 days to provide EHE evidence or register with Admissions for a school place.

No further EHE evidence is provided by the parents. SAO Letter 2 sent and informs parents that SAO will be issued which will state the school for the child to attend. Another 15 days is provided for communication and further evidence to be provided.

School Attendance Order (SAO) Issued by Torbay Council specifying the school for the child to attend.

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