



Directorate of Children and
Families

**Elective Home Education
(EHE)
Flow Chart**

Document Control

Ownership & Review

| | |
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| Review Date | July 2021 |

Version Control

| Version | Date | Author | Changes |
|---------|---------------|-------------|--|
| 1.0 | July 2019 | J. McDowell | |
| 1.1 | December 2019 | J. McDowell | Flow cart 1/Flow Chart 2 – Social Care Early Help involvement |
| 1.2 | June 2020 | J. McDowell | Flow cart 1 - Flow Chart 5 time scales adjustments and addition of letters to parents. |
| | | | |

Distribution

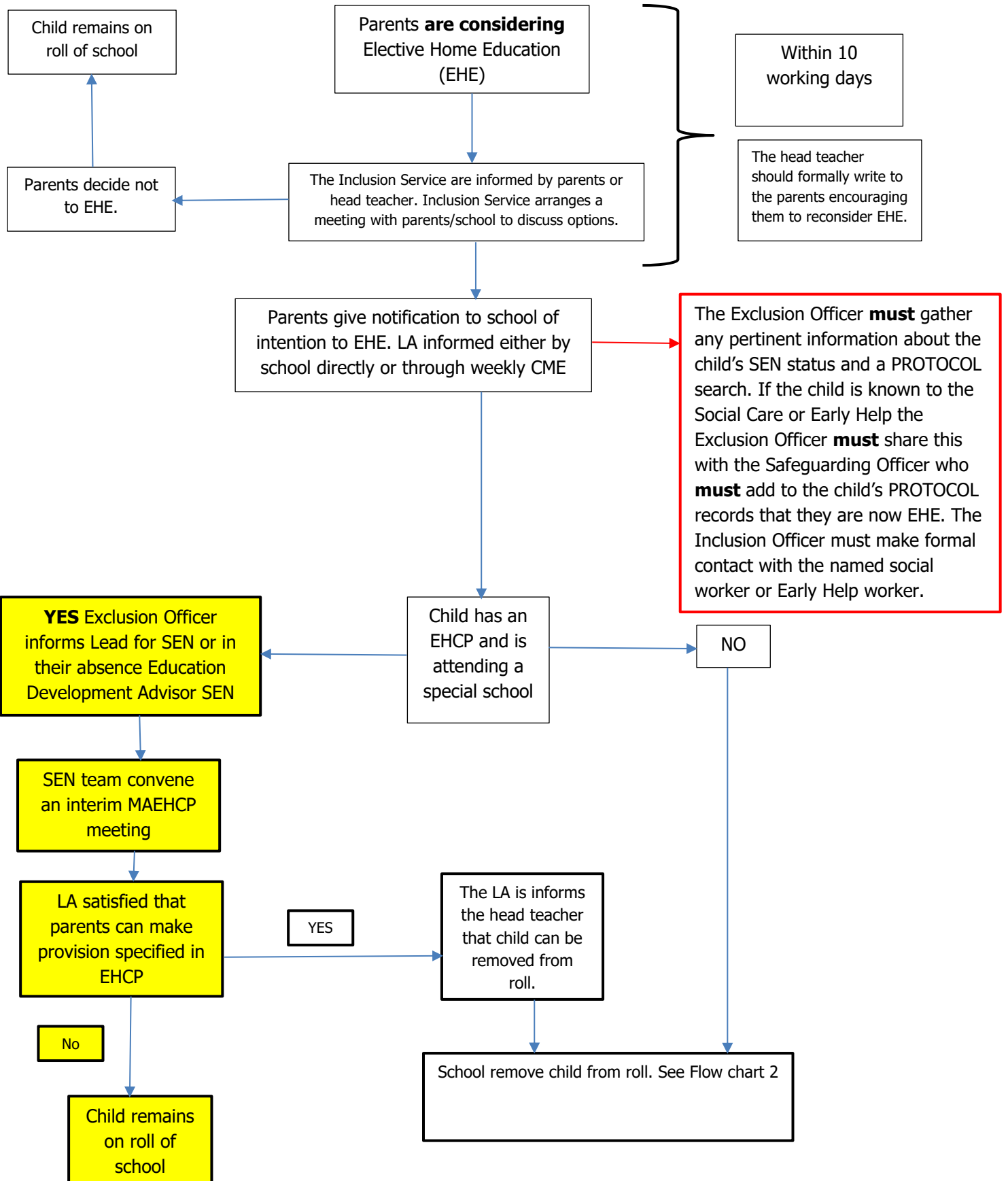
| Version | Date | Circulation |
|---------|----------------|-------------|
| 1.0 | July 2019 | E-mail |
| 1.1 | December 2019 | E-mail |
| 1.2 | September 2020 | E-mail |

Safeguarding

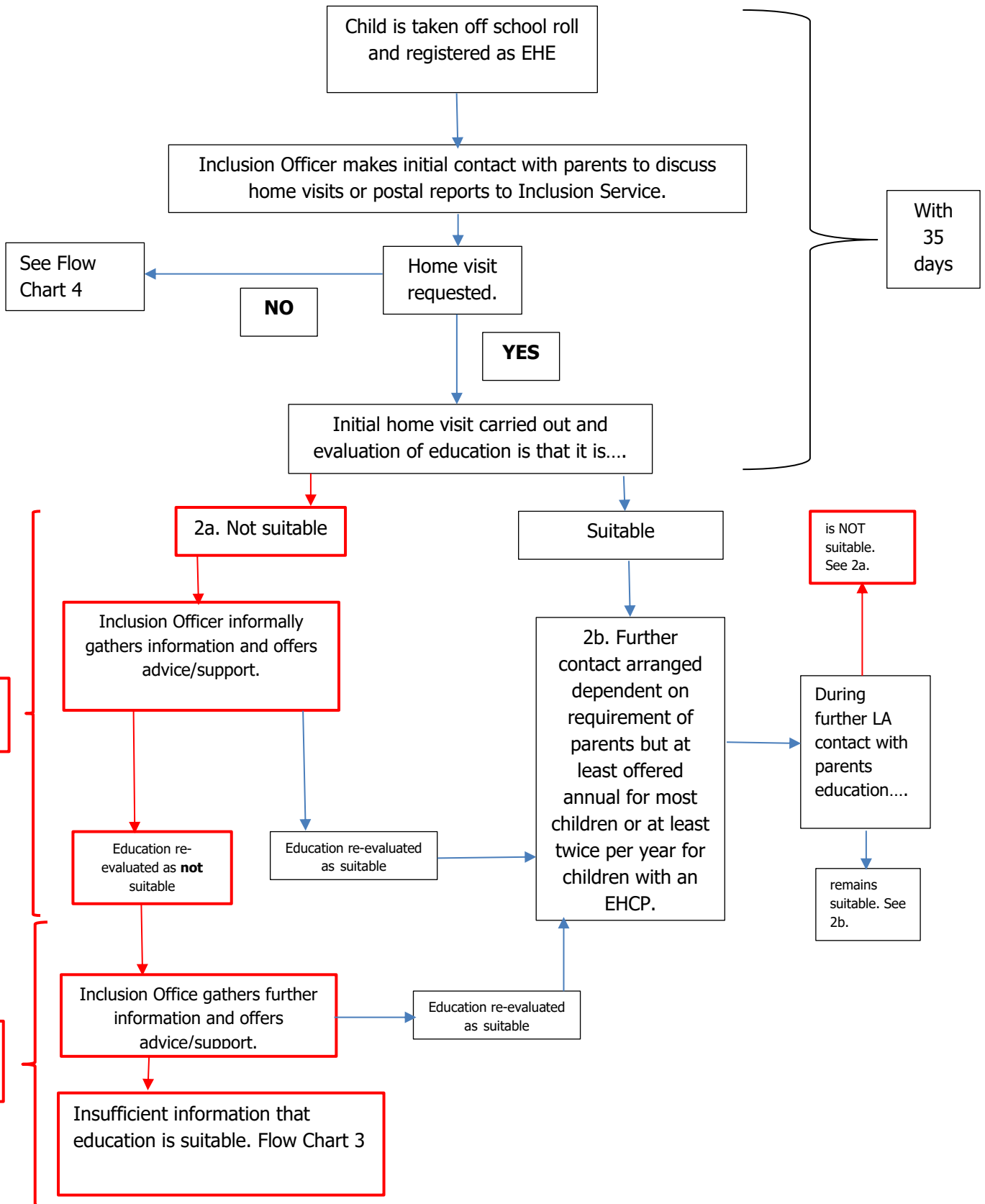
The safeguarding, wellbeing, welfare and protection of children are of paramount importance and a shared responsibility between key professionals and the community as a whole. If any officer of the local authority becomes aware or has information that indicates a child is at risk or that their wellbeing is being impaired, consultation and a referral will be made in accordance with agreed Safeguarding and Child Protection Procedures.

We also would welcome any head teacher or Principle contacting us in a timely manner if they have a family that is known to social care who may be considering elective home education but has not yet submitted their letter of intention to do so to the school.

Flow Chart 1



Flow Chart 2 Home Visits



In the year that EHE children reach the age of 10yrs and 15yrs the Inclusion Service will make available to parents:

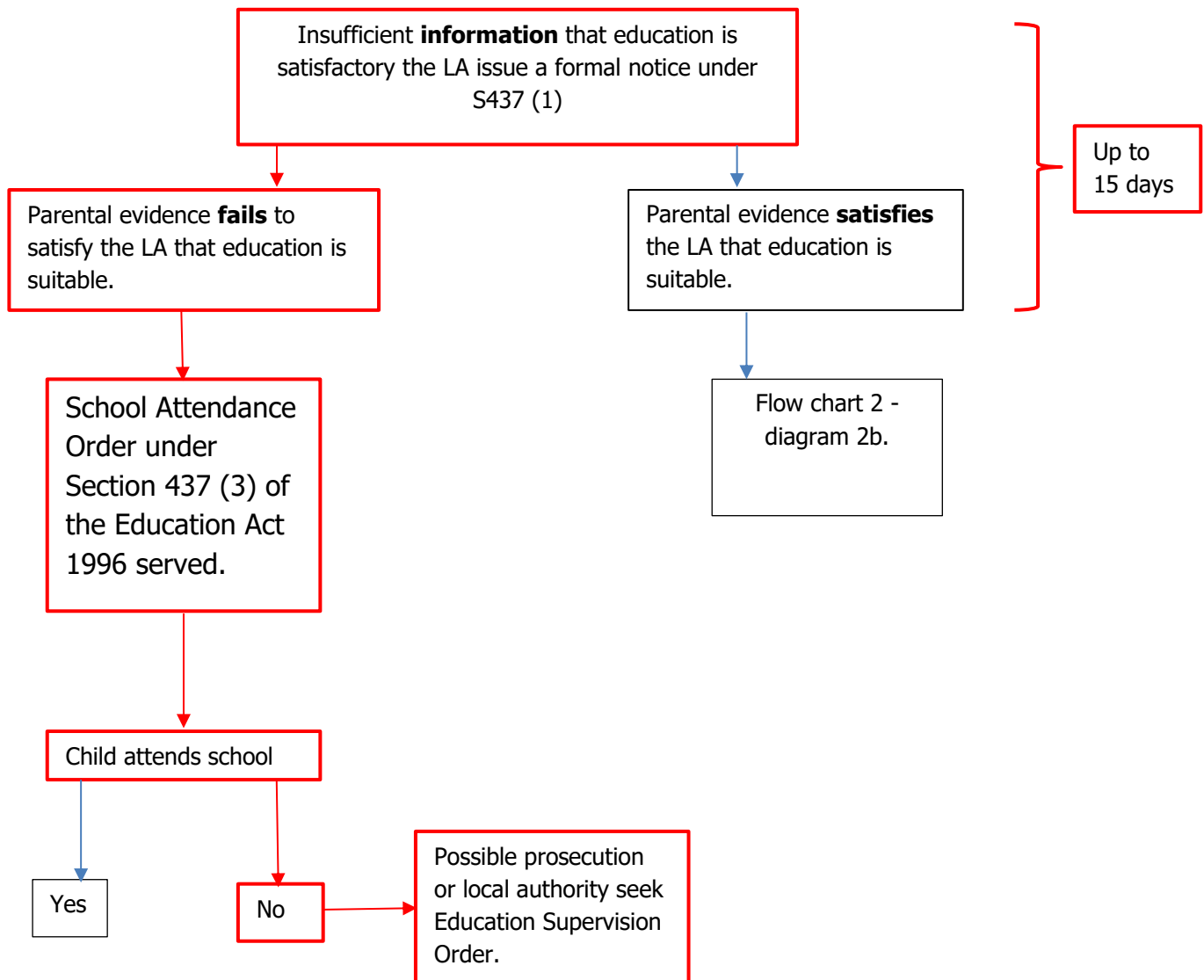
- *The LA Transition Arrangements Document.
- *Information with regards to making an application for Secondary School placement for Y7 or a school/college place for Y12.

On request we can provide the details of Secondary Open Evenings for children in Y6.

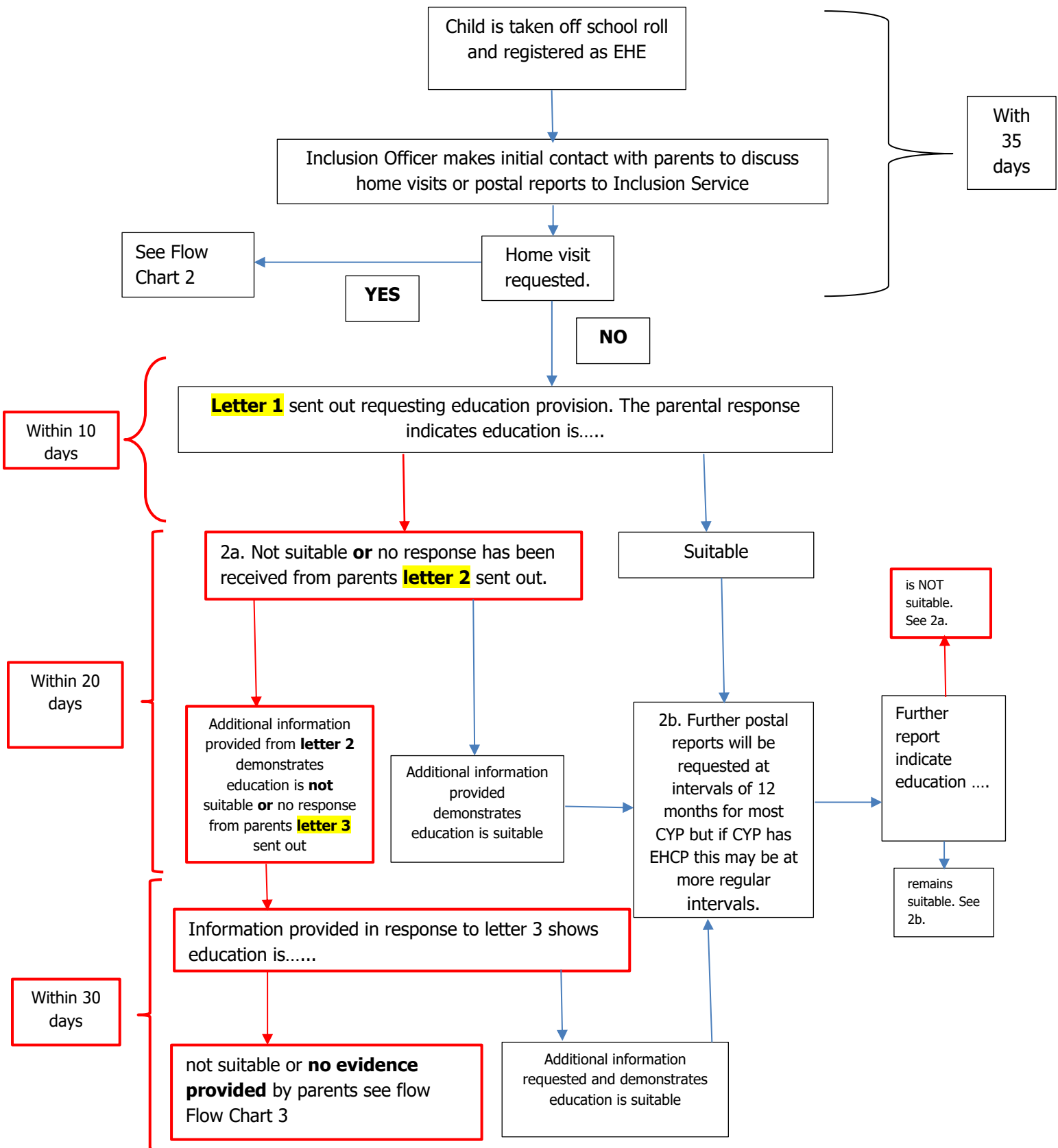
Families actively involved with Social Care or Early Help

The Inclusion Officer **will** keep colleagues regularly updated – seeking advice/support where necessary. It may be prudent for joint visits to be arranged.

Flow Chart 3



Flow Chart 4 Postal Reports



In the year that EHE children reach the age of 10yrs and 15yrs the Inclusion Service will make available to parents:

- *The LA Transition Arrangements Document.
- *Information with regards to making an application for Secondary School placement for Y7 or a school/college place for Y12.

On request we can provide the details of Secondary Open Evenings for children in Y6.

Families actively involved with Social Care or Early Help

The Inclusion Officer **will** keep colleagues regularly updated – seeking advice/support where necessary. It may be prudent for joint visits to be arranged.

Flow Chart 5

