



Torfaen Local Authority

Elected Home Education Policy September 2023 – 2025

Author	Rachael Williams
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Contents

1 Introduction	3
2 Definitions	3
3 Notification, Registration and the Role of the School.....	3
4 Assessment of Education Provision	4
5 Support and Advice	4
6 Annual Review and Returning to School	5
7 Legal Action	5
8 Safeguarding and Welfare	5
9 Policy Review	6
10 Contact Information	6
Conclusion	6
References:	6
Appendix 1 LA Responsibilities Summary.....	7
Appendix 2 Torfaen Elective Home Education Process.....	8
Appendix 3 Introduction letter	9
Appendix 4 Letter to Social Care/Health.....	10
Appendix 5a First EHE Review letter.....	11
Appendix 5b Follow up letter to EHE review letter	12
Appendix 5c Second follow up letter to EHE review letter	13
Appendix 6 Template for parents.....	14
Appendix 7(a) Template to secure child’s view (aged 5–10)	17
Appendix 7(b) Template to secure child’s view (aged 11-16).....	18
Appendix 8 Local Authority Report	19
Appendix 9 Letter with Local Authority report.....	22
Appendix 10 Annual EHE review contact letter.....	23
Appendix 11 School Attendance Order & Education Supervision Order flowchart...	24
Appendix 12 Initial school attendance order notice template.....	26
Appendix 13 School attendance order notice template.....	28
Appendix 14 School attendance order template	30

1 Introduction

This policy outlines the responsibilities and procedures of Torfaen County Borough Council concerning elected home education (EHE) in accordance with section 436A of the Education Act for Wales [1996]. The purpose of this policy is to ensure that children who are educated at home receive a suitable education while safeguarding their welfare and well-being.

(A summary of LA responsibilities is in Appendix 1)

2 Definitions

2.1 "Compulsory school age," This is from 31 December, 31 March or 31 August following a child's fifth birthday (whichever comes first) until "School leaving age", which is the last Friday in June if the child will be 16 by the end of the summer holidays.

2.2 A Suitable Education is defined as being "suitable":

- a) To age, ability and aptitude and
- b) To any additional learning needs they may have"
- c) An Efficient Education "achieves what it sets out to achieve"
- d) A Full-Time Education should occupy "a significant portion of a child's life"

2.3 The expression 'parent' in relation to a child or young person, includes any person who is not a parent of the child but has parental responsibility for him or her, or who care of the child.

3 Notification, Registration and the Role of the School

3.1. Parents or guardians of children of compulsory school age who wish to educate their child at home must notify the Head of the child's school in writing. The school must then inform the Local Authority within 10 days of deregistration. The Local Authority will maintain an updated EHE register (Appendix 2)

3.2. Upon receipt of the notification, the Local Authority will acknowledge the receipt and initiate the process for assessing the suitability of the proposed education. (Appendices 3,4,5a,5b,5c)

3.3. Parents can home educate a child who has a statement of SEN or an IDP. However, where a parent wishes to home educate a child who is registered at a special school, they cannot be deregistered until the Local Authority has agreed to this.

4 Assessment of Education Provision

- 4.1 A designated officer from the Local Authority will conduct an assessment to determine if the home education being provided is suitable, efficient and full time. The assessment will be respectful of the parent's chosen educational approach and will primarily focus on the child's progress and welfare
- 4.2 The assessment will ideally include a report and meeting with the parents/guardians and the child, a review of educational materials, samples of the child's work, and other relevant evidence. Seeing the child and ascertaining the child's views will be a key factor in assessing suitability. (Appendices 6,7a,7b)
- 4.3 The assessment process will be completed and the Local Authority will communicate the findings to the parents/guardians within 10 working days (Appendices 8,9)
- 4.4 Where it transpires that a home educated child may have additional learning needs (ALN), the Local Authority must decide whether or not the child has ALN and, if they decide the child does, they should prepare and maintain an IDP and identify and secure any appropriate additional learning provision (ALP) described in that plan (section 18.21 of the Additional Learning Needs Code (ALN Code)).

5 Support and Advice

- 5.1 The Local Authority will offer support and advice to parents/guardians on matters relating to home education, including access to curriculum resources, educational opportunities, and local networks.
- 5.2 The Local Authority will signpost parents/guardians to a wider package of support including identifying examination centres, careers advice, counselling services, ALN advice, youth and play services and family support services.
- 5.3 Regular information sessions or workshops for parents/guardians and children may be organised to facilitate their engagement with the Local Authority and the wider home education community.

6 Annual Review and Returning to School

- 6.1 A review of the child's home education provision will be conducted by the Local Authority to ensure the education remains suitable on at least an annual basis until the child is either of school leaving age or returns to mainstream education. (Appendix 10)
- 6.2 The review process will again focus on educational content, parents' approach and progress of the child as well as any necessary adjustments to support the child's educational needs. The views of both the child and parent will be central to assessing suitability. In order for a local authority to satisfy itself of the suitability of education provided by the parents, the local authority should ideally see and communicate with the child.
- 6.3 Where it is identified that a parent wishes their child to return to school, the Local Authority delegated officer will provide advice and guidance and facilitate and support necessary transitions where required in accordance with the Local Authority's 'Schools Admissions Policy' and 'Fair Access policy'

7 Legal Action

- 7.1 If the Local Authority cannot conclude that a child is receiving a suitable education, or their welfare is at risk, it may take appropriate legal action, including issuing a school attendance order (SAO) or applying for an Education Supervision Order (ESO) (Appendices 11,12,13,14)

8 Safeguarding and Welfare

- 8.1 A parent's decision to home educate is not in itself a ground for concern about the safety and wellbeing of the child. However, it is important that all children enjoy the right to be safe, regardless of how and where they receive their education.
- 8.2 While the primary responsibility for safeguarding and welfare rests with the parents the Local Authority will intervene if there are concerns about the child's well-being and will follow established safeguarding procedures in cases where there are indications of child welfare issues.
- 8.3 The Local Authority will act quickly and robustly when they identify a child as missing or potentially missing in education. The Local Authority's 'Policy and Guidance to Prevent Children and Young People from Missing in Education' should be referred to for further details.

9 Policy Review

9.1 This policy will be reviewed annually to ensure it remains in compliance with current legislation and best practices.

10 Contact Information

10.1 Contact details for the designated officer(s) responsible for handling EHE notifications and inquiries are as follows:

Rachael Williams

Rachael.williams@torfaen.gov.uk

EWS@Torfaen.gov.uk

01495 766080

EWS@Torfaen.gov.uk

Conclusion

This policy is designed to promote positive collaboration between the Local Authority and parents/guardians who choose elected home education for their children. It aims to ensure that children receive a suitable education while upholding their welfare and well-being in accordance with the Education Act for Wales (1996).

References:

Elective Home Education Guidance (2023)

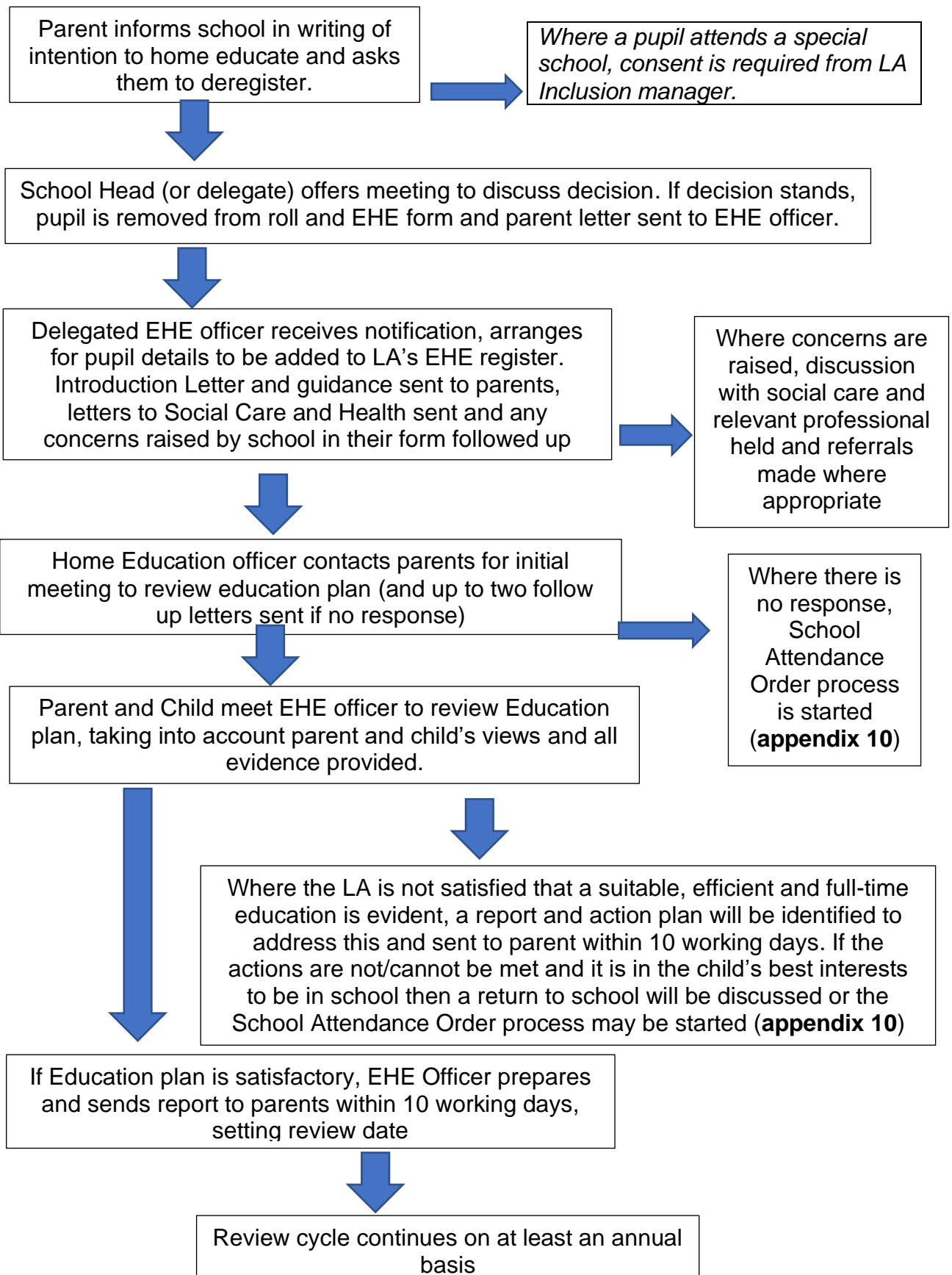
<https://www.gov.wales/elective-home-education-guidance>

Appendix 1 LA Responsibilities Summary

EHE Summary of LA Responsibility

1. It is the view of Torfaen County Borough Council that children's educational needs are best met in school. However, we understand and respect it is the parent's right to home educate their child. The Local Authority has a duty to be sure that the best interests of the child are at the heart of their education plan.
2. Registration and Monitoring: Local authorities have a duty to identify all children of compulsory school age who are being educated at home. Parents who choose to educate their children at home must notify the Head of their child's school, who must then notify the Local Authority. The Local Authority will maintain a register of all known children who are EHE.
3. Assessment of Education Provision: Local authorities are expected to assess the education being provided to children who are home educated and continue to do so on at least an annual basis. This assessment is intended to ensure that parents are fulfilling their legal duty by providing an education that is full time, suitable and efficient in meeting the child's needs.
4. Support and Advice: Local authorities will engage with and offer support and advice to parents or guardians who have chosen to educate their children at home. This support may include information on curriculum, resources, and other educational opportunities available to the child.
5. Legal Action: In cases where the local authority cannot be satisfied that the education being provided is suitable or the child's well-being is at risk, they have the authority to take legal action to address the situation. This may include issuing a school attendance order, which requires the child to attend school, or applying for an Education Supervision Order
6. Safeguarding and Monitoring Welfare: While the primary responsibility for the welfare and well-being of the child rests with the parents, local authorities have a duty to safeguard the welfare of children educated at home. They may intervene if there are concerns about a child's well-being or if cannot be satisfied that a child is receiving a suitable education.
7. It's important to note that the specifics of local authority responsibilities may be subject to changes in laws or regulations. Therefore, it is recommended to refer to the latest government guidelines or consult with the relevant local authority in Wales for the most up-to-date information on this topic.

Appendix 2 Torfaen Elective Home Education Process



Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 3 Introduction letter

Dear

Home Education of (insert child's name and DOB)

The LA has received notification of your withdrawal (insert name) from (insert school). I would like to introduce myself – my name is (insert name) and I am Torfaen's Elective Home Education Officer.

I would like to offer an introductory meeting so we can discuss your education plan for (insert child's name). I am also available to provide advice and guidance on Home Education, particularly in relation to the support that the LA can offer and how you can ensure the education you are providing is suitable.

Please contact me on the above contact information to arrange a meeting. I would be happy to answer any questions or queries by phone, videocall or email too.

In line with Welsh Government guidance, the Local Authority is required to review your education plan initially and then on at least an annual basis. I will write to you again soon to invite you and your child to a meeting to complete your first review.

In the meantime I enclose a guide for parents/carers on Home Education for your information which you may find helpful.

I look forward to hearing from you.

Yours sincerely

NAME
Home Education Officer
Children and Family Services

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 5a First EHE Review letter

Name
Address
Date

Dear [name of parent or guardian]

Home education of [name of child/ren]

My name is [insert name] and I am the home education officer in Torfaen County Borough Council. The local authority has a legal obligation to ensure that all learners are receiving a suitable and full-time education.

I would like to arrange to visit you and [name of child/ren] at home on [date] at [time] to discuss the education you are providing and to explore whether the local authority can support you in providing that education, such as providing details about online resources and details about home educating groups in your area. If you would prefer, I could meet you at the Civic Centre, or another venue of your choice. If so, please contact me to arrange an alternative venue.

If the date/time is inconvenient, please contact me to arrange a mutually convenient date/time.

It would be useful if you and [name of child/ren] could complete the attached forms [Parent's views, Childs Views] before our meeting as this will help inform the discussion. If you have any questions before our meeting, please contact me on the email address/telephone number [below].

I look forward to meeting you and [name of child/ren]

Yours sincerely

NAME
Home Education Officer
Children and Family Services

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 5b Follow up letter to EHE review letter

Name
Address
Date

Dear [name of parent or guardian],

Home education of [name of child/ren]

I am writing further to my letter of (**Insert date**) in which I requested a meeting with you to discuss the education you are providing and to explore whether the local authority can support you in providing that education. The local authority has a legal obligation to ensure that all learners are receiving a suitable and full-time education.

This meeting is an opportunity for you to provide information about the education you are providing for your child(ren).

You have not responded to my letter or

We arranged to meet and discuss your child's education on (Insert date) but you **were not available / you informed me by text / email to say that you would not be available.**

I am now proposing that we meet on _____ at _____am/pm at The Civic Centre. If this time and date is not convenient or if you would rather meet at an alternative place, please contact me by email address/ telephone number below.

It would be useful if you and **[name of child/ren]** could complete the attached forms **[Parent's views, Childs Views]** before our meeting as this will help inform the discussion.

I look forward to meeting you and **[name of child/ren]**. If you have any questions before our meeting, please contact me using the email address/telephone number **[below]**.

Yours sincerely,

NAME
Home Education Officer
Children and Family Services

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 5c Second follow up letter to EHE review letter

Name
Address
Date

Dear [name of parent or guardian]

Home education of [name of child/ren]

With reference to my letters of **(Insert date)** and **(Insert date)** in which I requested with you to discuss the education you are providing as you are now home educating your child. You have not responded to either my initial letter or my follow up letter **or**

We arranged to meet on (Insert date) and then rearranged to meet on (insert date) but you **were not available / you informed me by text / email to say that you would not be available.**

The local authority has a legal obligation to ensure that all learners are receiving a suitable and full-time education, which is why we request a meeting and information about the education you are providing.

To enable the local authority to fulfil its statutory duties, I am proposing that I now meet with you at your home/Civic Centre on _____ at _____am/pm.

If this time and date is not convenient or if you would rather meet at an alternative place, please contact me using the email address/ telephone number below.

Without information about the education you are providing, the local authority may need to seek a School Attendance Order under the 1996 Education Act.

Yours sincerely,

NAME
Home Education Officer
Children and Family Services

Appendix 6 Template for parents

The information you provide in this form will help us understand the reasons why you chose to educate your child and the type of education you have decided is suitable for them. The questions are intended as a guide. If you are unsure about how to answer any of the questions, please call [NAME] on [number] or via email [address]. **If you are home educating more than one child, a separate template will be required for each child.**

Your name	
How would you like to be contacted? Please provide details	
Name of your child	
Their date of birth	
Gender of learner	
Previous school	
Why did you decide to home educate your child?	
How long have you been home educating your child?	
Do you feel you need advice and guidance in providing education for your child? If yes, what type of help do you feel you need?	
What activities, subjects, topics, areas of interest is your child learning about or participating in?	
Can you describe how your child is progressing with Numeracy and Literacy?	
How has your child progressed with their learning since they left school or since the last review? What is your child doing well? What are they able to do now that they couldn't do before?	
How does your child learn best? How does your education plan address any barriers to learning? What adjustments have you made to accommodate these needs?	

<p>What are your child's hopes for the future? What are they aiming to learn next? What are they interested in? Do they know what they would like to do when they are older?</p>	
<p>Where does your child receive their education? Please tick all that apply: At home Home educator groups In libraries Educational trips e.g., museums, castles, theatre etc. Other</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>If you employ a tutor, have you enquired whether they have a Disclosure and Barring Service (D.B.S.) check?</p>	
<p>What opportunities does your child have to: Learn from real-life experiences? Discuss personal, social, wellbeing and health issues? Experience a broad range of activities such as music and art?</p>	
<p>How do you ensure that your child has opportunities to participate in physical activity and play?</p>	
<p>What opportunities does your child have to socialise with other children and make friends?</p>	
<p>Please list some of the resources or facilities you use to facilitate your child's learning e.g., online resources, educational workbooks, libraries or community facilities. Are there any additional resources you feel could benefit your child?</p>	
<p>Does your child belong to any clubs, associations or organisations?</p>	
<p><i>Additional Learning Needs Do you think your child has an additional learning need? If yes, why do you think this?</i></p> <p><i>Have you contacted Torfaen Council to request the local authority decides if your child has an additional learning need?</i></p> <p><i>Has a school or the local authority previously decided your child has additional learning needs?</i></p> <p><i>Does your child have a local authority maintained individual development plan (IDP)?</i></p>	

<p>Access to local services</p> <p>Would you like further information about any of these services?</p> <ul style="list-style-type: none"> • School Health Nurse • Careers advice • ALN Advice • Youth Support Services • School based counselling • Exam arrangements <p>Would you like us to share your details with any of these services if you would like more information?</p>	<p>Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No</p> <p>Yes/No</p>
<p>This information, together with other evidence, such as any planning, records of visits/activities, examples of your child's work will enable the local authority to determine whether your child is receiving a full-time efficient and suitable education. Once we have taken into consideration the evidence you have provided, we will contact you:</p> <ul style="list-style-type: none"> (i) If we have concerns about the suitability of education provided for your child or (ii) To arrange the next year's discussion where you will again be required to provide evidence of how you are delivering a suitable and efficient education in line with your child's age and ability and how you are providing for any ALN that they may have. 	

Appendix 7(a) Template to secure child's view (aged 5–10)

Name:	
<p>What do you enjoy learning about?</p> <p>For example...</p> <p>What do you enjoy doing?</p> <p>What kind of things are you interested in?</p> <p>Are you enjoying home learning?</p> <p>What do you enjoy about home learning?</p> <p>Are you learning well at home?</p> <p>What are you good at?</p> <p>What do you find difficult?</p> <p>Is there something you like to do but haven't been able to?</p>	
<p>What are you proud of?</p> <p>For example...</p> <p>What work are proud of?</p> <p>Are there any things you have enjoyed learning that you would like to show me?</p> <p>Do you belong to any clubs?</p> <p>Do you have any talents? e.g., are you able to play any musical instruments?</p>	
<p>What is the favourite thing you have learned recently?</p> <p>For example...</p> <p>Have you been learning about things that interest you?</p> <p>How have you been learning about this?</p>	
<p>Meeting others</p> <p>Do you meet and play with other children?</p> <p>Where do you meet with them?</p>	
<p>What is most important to you?</p>	
<p>Is there anything you would like help with?</p>	
<p>Do you have any questions about your education?</p>	

Thank you for taking time to tell us your views about your education.

Appendix 7(b) Template to secure child's view (aged 11-16)

Name:	
<p>What do you enjoy learning about?</p> <p>For example...</p> <p>What do you enjoy doing?</p> <p>What kind of things are you interested in?</p> <p>Are you enjoying home learning?</p> <p>What do you enjoy about home learning?</p> <p>Are you learning well at home?</p> <p>What are you good at?</p> <p>What do you find difficult?</p> <p>Is there something you like to do but haven't been able to?</p>	
<p>What are you proud of?</p> <p>For example...</p> <p>Is there any work that you are really proud of?</p> <p>Is there any of your work you would like to share with me?</p> <p>Have you received any awards from clubs that you belong to?</p> <p>Do you have any talents? e.g., are you able to play any musical instruments?</p>	
<p>What is your favourite thing you have learnt recently?</p> <p>Have you been learning about anything that interests you?</p> <p>How have you been learning about this?</p>	
<p>Meeting Others</p> <p>Do you meet with other children?</p> <p>Where do you meet with them?</p>	
<p>What is most important to you?</p>	
<p>Looking ahead to your future what would you like to be doing or studying after age 16 (after year 11)?</p>	
<p>Is there anything you would like help with?</p>	
<p>Do you have any questions about your education?</p>	

Thank you for taking time to tell us your views about your education.

Appendix 8 Local Authority Report

Date of discussion/information provided by parent	
Parent/carer name	
Preferred contact method and contact details	
Name of learner	
D.O.B. of learner	
Gender of learner	
School that child previously attended (if any)	
Was the child seen? Were they spoken with and asked about their views on home education?	
Reasons given by parent for home educating their child	
Date EHE started	
What evidence of planning have parents shared to demonstrate how they are going to home educate/are home educating their child?	
Child's Current Knowledge and Skills What are they learning in relation to: (i) Numeracy (ii) Literacy Have they any specific areas of interest, e.g., humanities, expressive arts, science and technology?	
How has the child progressed with their learning in the last year? What is the child doing well? What are they able to do now that they couldn't do before?	
How does the child learn best? How does the education plan address any barriers to learning? What adjustments have been made to accommodate these needs?	
What has the child done well in the past year? Is there a clear plan for the next year addressing the next steps in the child's educational development?	

<p>Does the child have clear hopes and aspirations for their future? What are they aiming to learn next? Have they any areas of interest that they want to know more about? Do they know what they would like to do when they are older?</p>	
<p>Where does the child receive their education?</p> <p>At home Home educator groups In libraries Educational trips e.g., museums, castles etc. On-line tuition Other</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Who provides the education/lessons for the child?</p> <p>Parent/Carer Other family member(s) Friends of the family Home education groups Privately employed tutor Virtual tutor tuition Other</p> <p>If the parent employs a tutor, have they enquired whether the tutor has had a Disclosure and Barring Service (D.B.S.) check?</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(YES/NO)</p>
<p>Is it possible to determine from the evidence provided that the child is benefiting from:</p> <ul style="list-style-type: none"> • Learning from real-life experiences • Being supported with personal, social, wellbeing and health issues • A broad range of activities 	
<p>Is it possible to determine from the evidence provided that the child is benefiting from participation in physical activity and play?</p>	
<p>Is it possible to determine from the evidence provided that the child is benefiting from:</p> <ul style="list-style-type: none"> • social experiences with other children • having opportunities to make friends. <p>Does the child belong to any clubs, associations, organisations?</p>	
<p>Is it possible to determine from the evidence provided what resources and facilities the parent is using to facilitate their child's learning? e.g., online resources, educational workbooks, arts</p>	

and craft materials, libraries or community facilities. Did the parents identify whether there were any additional resources that could benefit their child?	
Does the child belong to any clubs, associations, organisations?	
<i>Additional Learning Needs</i> <i>(i) Does the child have an additional learning need?</i> <i>(ii) Have parents brought it to the attention of the local authority the child may have an additional learning need?</i> <i>(iii) Has the local authority decided the child has additional learning needs?</i> <i>(iv) Does the child have an IDP?</i> <i>(v) If yes, what ALP is the local authority providing?</i> <i>(vi) is the local authority preparing an IDP?</i>	
Is the parent aware of the availability of local services? e.g., school health nurse, careers advice, ALN advice, youth support service, exam arrangements	YES/NO
Would the parent like us to share their details with these services to enable the parent to have more information?	YES/NO
SUITABILITY OF EDUCATION PLAN Is the local authority able to determine whether the child is in receipt of a suitable and efficient education? Does the local authority believe the education provided is suitable and efficient? Please outline why the local authority has arrived at the above decision.	
ACTION PLAN Any further action required? <u>If yes define action, by whom and when</u>	
Next EHE review with parents To follow up on actions identified above by Annual discussion to determine suitability of education provision	
	Date--/--/---- Date--/--/----

Home education Officer Name:
Final report shared with parents on --/--/----

Signature:

CHILDREN AND FAMILY SERVICES
GWASANAETHAU PLANT A THEULUOEDD
Strategic Director, Children and Family Services
Cyfarwyddwr Strategol, Gwasanaethau Plant a Theuluoedd
Jason O'Brien



Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 9 Letter with Local Authority report

Dear

Home Education (insert child's name and DOB)

Thank you for providing a report(s)/attending our meeting, on..... I have enclosed the Local Authority report for your records. Please note in particular any further actions stated/agreed in the 'Action Plan' section.

Please contact me if you wish to discuss or clarify any points made in the report, to provide further feedback or you require any further information or advice.

Yours sincerely,

NAME
Home Education Officer
Children and Family Services

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 10 Annual EHE review contact letter

Name

Address

Date

Dear [name of parent/guardian]

Review of Home education for [name of child/ren]

The local authority has a duty to establish that all home educated children in their area are receiving a suitable education. Suitable education means full-time efficient education suitable to the child's age, ability, and aptitude and any additional learning needs the child may have.

To enable the local authority to determine this, I would like to discuss the education that you are providing for **[name of child's]**, to review their progress and discuss your plan and any aspirations that you or your child may have. We can also explore support that may be available to you from the local authority or from other local home educating groups. It would be helpful if **(name of child)** can attend this meeting too.

I propose we meet at your home on **(Date)** at **(Time)**. If this time and date is not convenient or if you would rather meet at an alternative place, please contact me using the email address/ telephone number below.

If you have any queries prior to our discussion, please contact me on the number [below].

I look forward to seeing you and **[name of child]**.

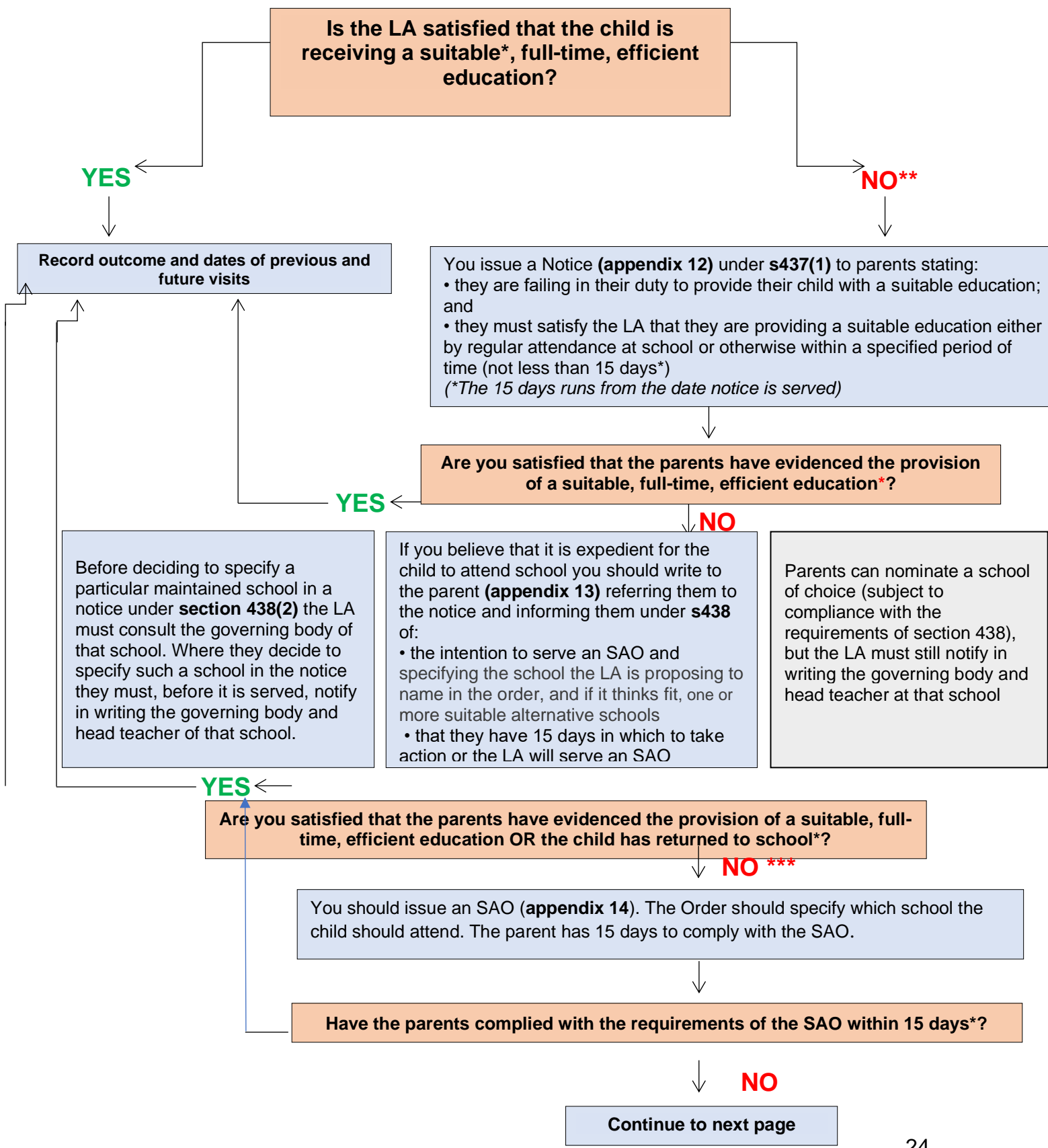
Yours sincerely

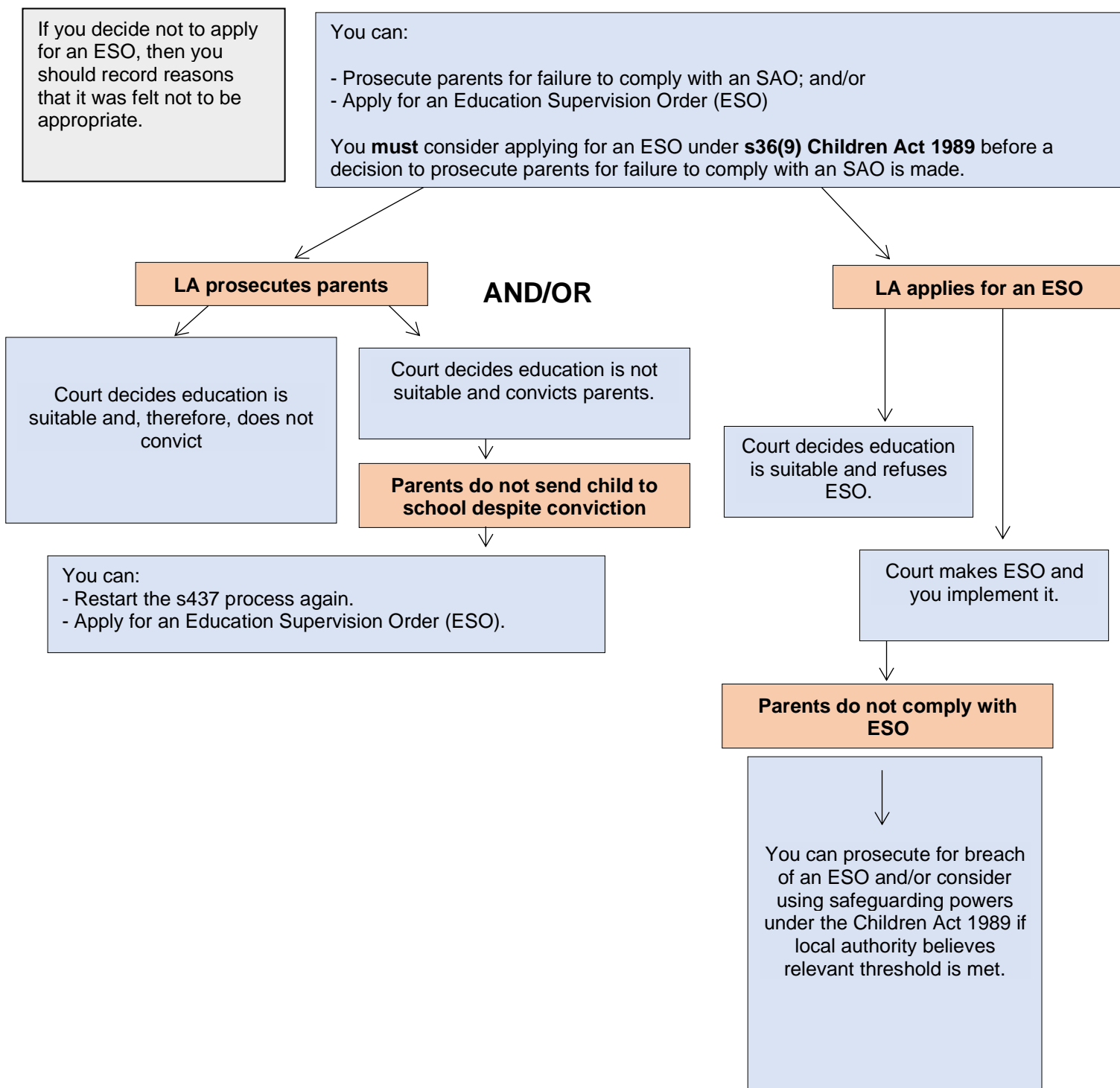
NAME

TITLE

Children and Family Services

Appendix 11 School Attendance Order & Education Supervision Order flowchart





*In the absence of seeing the child, has the parent provided evidence they are providing an efficient full-time education which is suitable to the age, ability and aptitude of the child and any additional learning needs the child may have?

** If not satisfied, where possible parents and child will be asked if they wish to return to school. If they do, advice and guidance will be offered promptly to support this and the Admissions policy will apply. Proceed to next step in this flowchart if parent fails to engage or disengages with this process.

***Where a local authority indicates that an SAO will be issued, and the family is working with the local authority to re-engage child with an agreed school, the expectation is that the child attends their new school within 20 days.

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 12 Initial school attendance order notice template

Dear [parents' name]

Re: Home education for [child's name]

I am writing to you, the parent* of **[name & DOB of child]** who is of compulsory school age and living at **[address of child]** within the local authority area.

Torfaen County Borough Council recognises and respects the rights of parents to educate their children at home and is committed to working with those parents.

Section 7 of the Education Act 1996¹ states that:

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

- a) to his age, ability and aptitude, and
- b) to any special educational needs [(in the case of a child who is in the area of a local authority in England) or additional learning needs (in the case of a child who is in the area of a local authority in Wales)] he may have, either by regular attendance at school or otherwise.

A suitable education would include provision in numeracy, literacy and language skills, appropriate to the child's age, ability and aptitude and any additional learning needs/special educational needs they may have. These are essential in preparing the child to participate in, and function in, society.

I refer to letters issued to you recently offering to meet with you to discuss the education you are providing and to share advice and support for your provision of home education for your son/daughter. As I received **[no response/ a refusal to attend a meeting]**, the local authority cannot be satisfied that your child/ren are receiving an efficient full-time education suitable to his/her age, ability and aptitude and to any additional learning needs which he or she may have.
OR (delete as appropriate)

I refer to letters issued to you recently expressing concern about the provision of home education for your son/daughter. The local authority is not satisfied that your child/ren are

¹ www.legislation.gov.uk/ukpga/1996/56/section/7

receiving an efficient full-time education suitable to his/her age, ability and aptitude and to any additional learning needs which he or she may have.

In accordance with section 437(1) of the Education Act 1996², the authority requires you, within 15 days from the service of this notice, to satisfy Torfaen County Borough Council your child is receiving a suitable education.

I look forward to hearing from you in relation to my request within the above-mentioned timescale.

NAME
Home Education Officer
Children and Family Services

² www.legislation.gov.uk/ukpga/1996/56/section/437

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 13 School attendance order notice template (child without an IDP which names a school)

Dear [name of parent],

I wrote to you on **[date]** requiring you to satisfy the local authority that within 15 days that **[name of child]** is receiving suitable education. More than 15 days have now elapsed. On behalf of the local authority, I consider that **[name of child/ren]** should attend school and I intend to serve on you a school attendance order.

In the school attendance order, the authority intends to name **[name of school]** in the order and to name the following school(s) which they regard as (a) suitable alternative(s)

-
-
-

If you select one of the schools named above within 15 days from the date of service of this notice on you, the authority will name that school in the order.

Alternatively, if one of the following occurs within 15 days from the date of service of notice on you, the relevant school will be named in the Order accordingly:

- 1** You apply for admission to a maintained school, and inform me if the school is in another local authority's area, and **[name of child]** is offered a place at the school as a result of the application
- 2** You ask this authority to provide a place for **[name of child]** at a school which is not maintained by a local authority, and **[name of child]** is offered a place at such a school under arrangements made by this authority for us to pay the fees under section 517 Education Act 1996.
- 3** You apply for a place for **[name of child]** at a school which is not maintained by a local authority and notify us of your application without asking us to pay the fees; and **[name of child]** is offered a place; and the school is suitable to **[name of child]**'s age, ability and aptitude and to any additional learning needs **[name of child]** may have.

OR (delete as appropriate)

Having considered **[name of child]** needs, I do **not** consider there are suitable alternative schools in [name of local authority]. Unless you provide a suitable alternative school, the local authority will name **[name of school]** in the order.

Unless you provide information that confirms that you are delivering a suitable efficient full-time education suitable to the age(s), ability(abilities) and aptitude(s) of your child(ren) and any additional learning needs your child(ren) may have the local authority will issue the school attendance order after a further 15 days from the date of this letter.

Yours sincerely,

NAME

Home Education Officer

Children and Family Services

Your ref/Eich cyf:

Our ref/Ein cyf: EHE

Date/Dyddiad:

Please contact/Cysyllter â:

Direct line/Llinell ffôn:

Direct fax/Llinell ffacs:

Email/Ebost:

Appendix 14 School attendance order template

Dear [parents' name]

Torfaen County Borough Council ("the Authority")

As you, [name of parent], of [address of parent], being the parent* of a child of compulsory school age in the area of the Authority, have failed to satisfy the Authority in accordance with the requirements of the notice served on you under section 437(1) of the Education Act 1996 by the Authority on [date of notice] that [name of child] is receiving suitable education, either by regular attendance at school or otherwise.

And as, in the opinion of the Authority, [name of child] should attend school.

You are required to cause [name of child] to become a registered pupil at the following school:

[Insert full name and address of the school and omit the whole or part of the following words as the case requires]

being the school [specified by the Authority] [selected by you] [determined by a direction of the Welsh Ministers] [as the school to be named in this Order] [specified in the statement for the child under section 324 of the Education Act 1996] [specified in the individual development plan for the child under Part 2 of the [Additional Learning Needs and Education Tribunal \(Wales\) Act 2018](#)].

Failure to comply with the requirements of this order is an offence unless you can prove that [name of child] is receiving suitable education otherwise than at school.

Yours sincerely,

NAME
Home Education Officer
Children and Family Services

