

SUMMARY OF MCC ELECTIVE HOME EDUCATION PROCESS, NOV 2019

NOTIFICATION

CHILD ATTENDS MCC SCHOOL

- Parents notify head that they are withdrawing the child to home educate
- School invites parents to discuss their decision
- Head informs Education within 2 days of withdrawal from school roll
- School keeps place open for up to 20 days, to facilitate quick return if parents changes their mind or if home education is deemed unsuitable
- If child attends a Special School, parents must request permission from the LA

CHILD NOT ATTENDING MCC SCHOOL

- Education receives information from:-
- parent that they intend to home educate
 - partner agency eg Health that child is resident in the city and parents intend to home educate
 - other LA that home educated child has moved to MCC

ASSESSMENT OF SUITABILITY

- LA officer contacts parent within 2 days of notification to arrange a meeting/visit to discuss their plans, assess suitability and offer advice/guidance
- Parents are invited to provide evidence
- LA officer carries out checks with Social Care, Health and the school (if applicable) to gather any relevant information
- LA officer will wish to meet the child to inform the assessment
- Assessment process should be completed within a maximum of 20 working days

EHE UNSUITABLE

LA officer provides a report to the parent explaining the reasons for the decision, which may include:-

- parent has changed their mind
- parent does not respond to LA enquiries
- parent does not provide sufficient evidence of the suitability of their plans
- concerns about the safety and wellbeing of the child

If parents disagree with the decision, they have 7 days in which to provide further evidence

LA officer informs the CME Team of the decision and the process is started for the child to return to a school

EHE SUITABLE

- LA officer provides a report to the parent
- An LA officer is assigned to the family, who will keep in touch usually on an annual basis to ensure that EHE remains suitable. As above, the LA officer will carry out checks with Social Care and Health and will wish to visit/meet the parents and the child.
- The LA officer is available to offer advice/guidance on educational matters if needed
- The family will be invited to LA networking events which offer the chance to ask questions, discuss with LA officers and provide information about a range of topics including health, e-safety, access to college courses and LA universal services eg libraries..
- The family will be sent relevant information eg re Post 16 education

OFFER OF A SCHOOL PLACE

OFFER ACCEPTED

Child starts at a school

OFFER REFUSED

LA attendance processes will be followed, which may include a School Attendance Order (SAO), prosecution and/or fines.

CHANGE OF CIRCUMSTANCES

- Parents are free to change their mind and may decide to send their child to school at any time. They will need to apply through the usual in-year admissions process.
- If the family moves away from MCC, information that the child is receiving suitable home education will be passed to the new LA.
- If any concerns are raised with the LA eg about the safety and wellbeing of the child, officers will arrange a visit/meeting which may lead to an offer of Early Help, a referral to Social Care and/or a re-assessment of suitability of home education.
- If home education is deemed unsuitable the steps for EHE UNSUITABLE will be followed.

ANY QUESTIONS?

Please visit the MCC Website, Help & Support Manchester Website or email QAEducation@manchester.gov.uk.