De-registration Flowchart

The parent(s) wish(es) to Home Educate

Is child of Statutory School age and registered at a school? — NO → **Parent commences HE**

YES ↓

Is child registered at a Special School? — YES → Parent writes to LA requesting permission to de-register child in order to Home Educate

NO ↓

Parent writes to the Headteacher instructing de-registration of child

↓

School MUST send notice to LA immediately and deregister pupil

↓

LA writes to parent sending information and requesting contact

↓

Contact family again in 4-6 weeks to obtain info *'Informal Enquiry'*

↓ (branches to:)

Assess information / meet and send letter to family if education is suitable

If no response within 2 weeks, write 2nd letter

LA discuss proposed arrangements for HE with parents

↓

Are proposals satisfactory?* — NO → Try to come to a mutually agreeable arrangement - *remember parent does not have to emulate the provision in school*

YES ↓

Are proposals satisfactory?* — NO → (right)

YES ↓

Grant permission to de-register child

Grant permission to de-register child

If education is not deemed to be suitable, family will be asked to provide more evidence (See suitability of education flowchart)

If no response from 2nd letter, refer to EHE strategy panel to decide next steps

↓

Follow CME procedures

Follow SEN Procedure
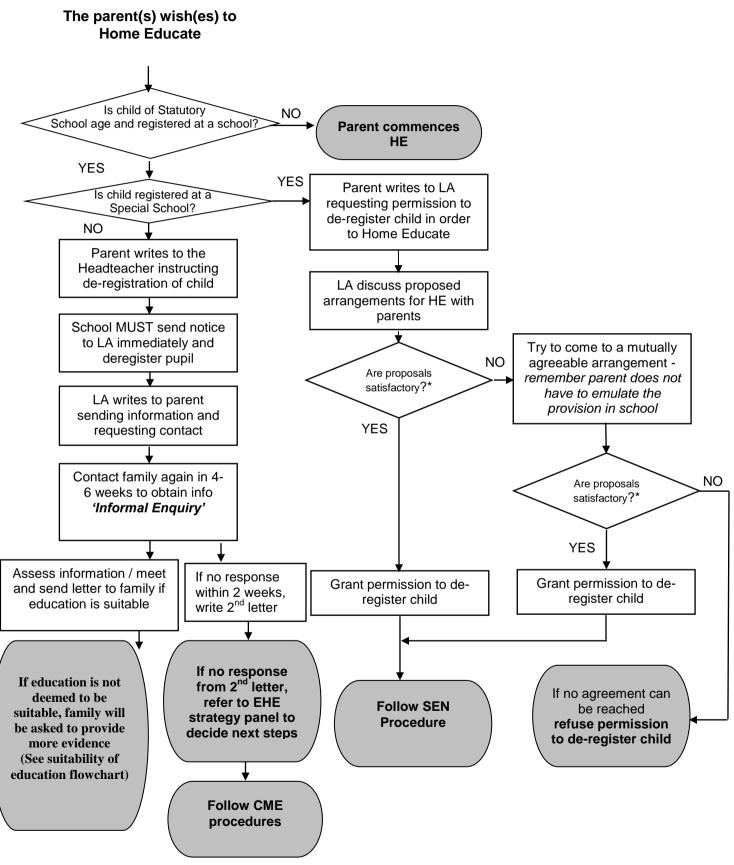
If no agreement can be reached **refuse permission to de-register child**

* Proposals do not necessarily need to be detailed but should take into account SEN

Suitability of Education Flowchart

```
                    ┌─────────────────────┐
                    │   Is the education   │
                    │  provided suitable?  │
                    └─────────────────────┘
                       /              \
                   YES                  NO
                     /                    \
   ┌──────────────────────┐      ┌──────────────────────┐
   │   Letter sent         │      │ parents asked to provide │
   │                       │      │   further evidence       │
   │ Repeat process in 12  │      └──────────────────────┘
   │      months           │           /           \
   └──────────────────────┘          /               \
          ↑              ┌──────────────────────┐   ┌──────────────────────┐
          │              │ further evidence provided,│ │ No further evidence  │
          │              │  education deemed to be   │ │     provided         │
          └──────────────│        suitable           │ └──────────────────────┘
                         └──────────────────────┘             │
                                                               ↓
                                              ┌──────────────────────┐
                                              │ Consider sending a formal │
                                              │  notice to the parents    │
                                              │  under section 437        │
                                              │  (paragraph 2.7)          │
                                              └──────────────────────┘
                                                         │
                                                         ↓
                                              ┌──────────────────────┐
                                              │ Consider issuing School │
                                              │  Attendance order       │
                                              │  Section 437 (1)        │
                                              └──────────────────────┘
```