

# **Surrey County Council Elective Home Education Policy and Procedure April 2025**



## Introduction

Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe the education provided by parents at home. These parents have chosen to EHE instead of providing education for their children by sending them to school. This is different to home tuition provided by a Surrey County Council (SCC).

This document outlines our recently reviewed policy and procedures which enable Surrey County Council (SCC) to comply with its duties towards children and young people living in Surrey whose parents have elected to educate them at home. The document is published for parents, schools, and other agencies with an interest in EHE.

We believe education in Surrey should enable all children whatever their age, ability and background to be able to realise their ambitions, to access a range of opportunities and to learn from and relate to their peers.

We value our families who choose to home educate their children and aim to work in partnership with all these families as part of our local vision for education and to fulfil our statutory responsibilities. The EHE Policy sets out respective rights and responsibilities for families and Surrey County Council as well as key procedural information.

## Policy Statement

The DfE “Elective Home Education Guidelines for Local Authorities”, published in April 2019, emphasises the importance of Local Authorities building effective relationships with home educators that function to safeguard the educational interests of children and young people: relationships that are rooted in genuine mutual understanding, trust and respect.

This revised policy seeks to build improved relationships with home educators and provide a means to effectively protect the educational and safeguarding interests of children being electively home educated where vulnerabilities are identified.

The definition within Section 7 of the Education Act 1996 provides that

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

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs, he may have, either by regular attendance at school or otherwise.”*

There is no legal definition of what constitutes a “full-time” education. Measurement of “contact time” in this way is not relevant in the context of elective home education,

where the child often has continuous one to one contact with the educator and the types of educational activity which the child follows may be varied and flexible. Surrey County Council believes that all children have the right to an effective, suitable education (Section 7 Education Act 1996). A suitable education should

- provide a programme of full-time learning that is suited to the age, aptitude, and ability (including special educational needs) of each child.
- provide children with learning that will enable them to participate fully in life.

EHE should not reduce options in later life, and it should support young people to be able to participate fully in life and equip them to live independently as adults.

The term “parent”, in relation to a child or young person, includes any person who has parental responsibility for him or her or who has care of him or her.

Compulsory school age begins on the next prescribed day following a child’s fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August each year. A child continues to be of compulsory school age until the first Friday of June in the school year that they reach the age of sixteen.

## **Parental Rights, Responsibilities and Considerations**

Parents have a legal right to educate their child at home and are not required to have any qualifications or training to provide their children with a suitable education. The 1996 Education Act makes it clear that it is a parent’s duty to ensure his/her child receives a suitable education in accordance with Section 7 of the Act. In addition, the Act provides that, generally, children are to be educated in accordance with the wishes of their parents.

Parents are not required to inform Surrey County Council that they intend to elect or have elected to home-educate. They are not required to seek approval from Surrey County Council, unless the child has an Education, Health & Care Plan and Surrey County Council has arranged educational provision at a school specified by the plan. If the child is subject to a School Attendance Order (‘SAO’), the SAO should be revoked before EHE begins.

Parents with a child enrolled at a school should write to the Headteacher to inform them that they elect to home educate, unless a specialist school is named on the child’s Education, Health & Care Plan, in which case parents are required to seek approval from Surrey County Council first.

Parents whose child is not enrolled at a school have no obligation to inform Surrey County Council that they are home educating their child, however Surrey County Council encourages contact with all home educating families and may make enquiries with the parents.

Although parents must provide education in accordance with Section 7 of the 1996 Education Act, the type of educational activity can be varied and flexible. For example, parents may choose to but are not required to:

- Teach the National Curriculum
- Have a timetable
- Have premises equipped to any particular standard
- Set hours during which education will take place
- Have any specific qualifications
- Make detailed plans in advance
- Observe school hours, days or terms
- Give formal lessons
- Mark work completed by their child
- Formally assess progress or set development objectives
- Reproduce school type peer group socialisation
- Match school-based, age-specific standards

Parents may arrange for other people to tutor their child, though parents themselves continue to be responsible for the education provided. It is expected that parents ensure that such people are qualified and suitable, including the undertaking of Disclosure and Barring Service (DBS) checks.

Parents who elect to home educate assume full financial responsibility for their child's education, including the costs of private tuition, courses, and public examinations.

However, colleges can claim the cost of course fees directly from the Education and Skills Funding Agency on an individual basis for home educated young people under 16 when parents and colleges are able to reach suitable individual arrangements. These individual arrangements are not brokered through Surrey County Council but directly between parents and colleges.

## **Surrey County Council's Responsibilities**

Article 2 of Protocol 1 of the European Convention on Human Rights states that:

*No person shall be denied the right to an education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical conviction.*

Surrey County Council has a statutory duty, under Section 436A of the Education Act 1996 to make arrangements to enable the Council to establish (so far as it is possible) the identities of children in its area who are not receiving a suitable education. This duty applies to all children of compulsory school age who are not on a school roll and do not appear to be receiving a suitable education otherwise than being at school.

A further statutory duty exists which requires Surrey County Council to serve a formal notice under Section 437 of the Education Act 1996 if it appears that a child of compulsory school age is not receiving a suitable education. The formal notice requires the parent to satisfy Surrey County Council that the child is in fact receiving suitable education. If the Council is not satisfied that the child is receiving a suitable education, Surrey County Council may commence the statutory process for the issuing of a School Attendance Order ('SAO') requiring the parent to register the child at a named school.

Surrey County Council has no legal power or duty to monitor home education on a routine basis although Surrey County Council will make enquiries if it is not clear that a child is receiving suitable education. Surrey County Council sees its role in relation to elective home education as part of its wider responsibilities, including safeguarding, to all the children in its area.

If Surrey County Council receives a 'referral of concern' from an individual who believes that a child is not receiving a suitable education at home, the Council's Inclusion Service will discharge the statutory duty of Surrey County Council to make enquiries with the parents, including asking to see evidence of learning.

It is the responsibility of Surrey County Council to prepare and publish an elective home education policy that has been written in consultation with families who electively home educate, as well as other partners. The policy should set out the legal requirements of both parents and the Council.

### **Oversight and monitoring of provision (ie, suitability of education)**

As part of the local vision for education for all children and Surrey County Council's oversight of suitable education, all children, including those being home educated, are expected to make sufficient progress in both literacy and numeracy and attain outcomes appropriate to their ability.

Surrey County Council will contact parents/ carers at least annually requesting they provide examples of the learning activity that has taken place to be able to evidence the progress their child is making. This contact could be by an arranged home visit by one of the Council's EHE Team or a request for a written report.

The local vision expects all children to learn the tools required to pursue a range of life options now and in the future, including: a balanced approach to decision-making, ways to resolve conflicts non-violently, how to live a healthy life and an understanding of good social relationships and responsibilities. This is in accordance with the UN Convention of the Rights of the Child. How parents fulfil this expectation is viewed flexibly.

The home environment is expected to be compatible with providing suitable education. It should not be too noisy or cramped nor should there be problems with defects that could leave the child at risk of harm.

Surrey County Council encourages all parents to make contact and notify Surrey County Council that their child or children are home educated, including when they move into or leave an area.

This allows the Council to offer support to home educators and to signpost them to other organisations for information and services. This approach enables the Council to undertake its duty to oversee the provision of a suitable education for all and to ensure that children are safeguarded and their welfare is protected.

Surrey County Council has oversight of the provision of a suitable education and is required to establish the identity of all children of compulsory school age who are not receiving a suitable and effective education [under Section 436A of the Education Act 1996]. In Surrey, to achieve this, the Council maintains a record of all children who are home educated and encourages all parents who electively home educate to inform the Council of all the children they educate. Surrey County Council also sees its role in relation to elective home education as part of its wider responsibilities for the welfare and safeguarding, of all the children in the local area.

To retain up-to-date information about the suitability of education, Surrey County Council makes informal contact and enquiries with all parents who electively home educate requesting information about the current learning programme and progress of children. Surrey County Council is required to undertake formal, statutory action if sufficient evidence of the suitability of education cannot be established [s437 of the Education Act 1996].

To maintain an accurate record of all children of compulsory school age who are not on a school roll. Surrey County Council will make use of its powers and partnership agreements, for example with the NHS to share information about children and young people who are not on the roll of a school.

In order to satisfy itself that parents are meeting their duty, Surrey County Council maintains a database of all children known to be home educated, which is held under Article 6(e) of the GDPR (Public Task Basis). Data Protection Act 2018 and General Data Protection Regulations (GDPR).

When a child recorded as EHE moves out of the Surrey area, the Council will inform the new local authority the child is moving to.

## **Responsibilities of Schools in Surrey regarding Elective Home Education**

There is no legal requirement for parents to discuss an intention to electively home educate, with the school attended by their child. However, if a parent does approach the school to discuss the possibility of home educating, Surrey County Council expects the school to respond positively and constructively.

Parents decide to electively home educate for several reasons. These reasons are recorded using the DfE criteria. Parents may consider home education because of a dispute with their child's school. In those situations, Surrey County Council expects the school to take all necessary steps to resolve the issue. Schools are asked to signpost the parent to Surrey County Council Inclusion Service for further advice and guidance to enable parents to make an informed choice.

The DfE guidelines are clear that:

*“Schools should not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the relevant legislation and have regard to the statutory guidance. If the pupil has a poor attendance record, the school and, if appropriate, local authority should seek to address the issues behind the absenteeism and use the other remedies available to them.”*

### **DFE – elective home education- Departmental Guidance for Local Authorities 2019**

Surrey County Council will contact electively home educating parents who remove their child from a school roll. If it is found that a parent has been encouraged by a school to remove their child from roll for the purposes of elective home education, this will be challenged, and the child reinstated on roll when appropriate with parental consent, whether the vacant place has been filled or not.

When a parent reports that they have been encouraged to remove their child from roll for the purposes of elective home education and then subsequently, finds that they are unable to cope with the commitment, the expectation is that a school place will be allocated through the normal in-year process.

When a school receives formal, written notice from a parent, that a child is being withdrawn from school in order to be home-educated and the child has ceased to attend the school, the Headteacher should ensure that the pupil's name is removed from the admissions register in accordance with Section 8(1) (d) of the Education (Pupil Registration) (England) Regulations 2006.

Regulation 12 (3) of the Education (Pupil Registration)(England) Regulations 2006 states that *“the “proprietor” (Headteacher) of the school must, make a return to the Local Authority for every such pupil giving the full name of the pupil, the address of any parent with whom the pupil normally resides and the ground upon which their name is to be deleted from the admission register as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register”*.

In practice the school must inform Surrey County Council immediately when a child is removed from the school roll and send in a copy of any relevant letter written by parent(s). The school must also provide information requested by the Inclusion Service via the [Elective Home Education Notification Form](#). This allows Surrey County Council the opportunity to check any risk factors for the child and if they are known to services. The school must retain the child's file. Parents can request a copy of their child's file to assist them in planning their child's education.

Where a parent/ carer has expressed their intention to remove a child from school with a view to electively home educate, the DfE recommends, that the Local Authority, schools and other key professionals coordinate a meeting with parents/carers where possible. Ideally this would be prior to a final decision being made.

Although Elective Home Education is not in of itself a safeguarding concern, if the school has any concerns that a child being removed from their roll to be Electively Home Educated might place the child at risk of harm, they must follow their Child Protection Policy. In Surrey schools are asked to register their concerns with the Children's – Single Point of Access (C-SPA) record their concerns on the EHE Notification Form.

In the interest of the family, recommended good practice would be for the school to provide a 'cooling off' period of 10 school days after deletion of the name from the school register. This time allows the parents to reflect on their decision and to seek further advice and support and to change their mind if they so wish.

## **Elective Home Education and Safeguarding**

The welfare and protection of all children, both those who attend school and those who are educated at home, is of paramount concern and the responsibility of the whole community. Section 175 of the Education Act 2002 imposes a duty on Surrey County Council to make arrangements for ensuring that the functions conferred on them are exercised with a view to safeguarding and promoting the welfare of all children resident in Surrey.

All EHE Inclusion Officers' work will adhere to the principles laid out in Keeping Children Safe in Education (KCSIE) – Statutory guidance published by the DfE in 2023 which sets out the legal duties of all staff to safeguard and promote the welfare of children and young people under the age of 18 in education.



The Inclusion Service will always follow Surrey's Safeguarding Children Partnership safeguarding procedures and work with relevant agencies and individuals to proactively safeguard and promote the welfare of children and, in the event of any concerns about the welfare of an electively home educated child, initiate and follow established procedures.

This may include the necessary sharing of information with GPs, Health Visitors and other Health professionals if this is in the interest of a child of young person.

EHE Inclusion Officers will discuss any safeguarding concerns with the team Designated Safeguarding Lead (DSL) and contact the Children's Single Point of Access (C-SPA) when there is uncertainty about the welfare of the child. EHE Inclusion Officers will explain the reasons for any welfare concerns to the parents in accordance with procedure unless this discussion would put the child at increased risk of harm. If that is the case, the EHE IO will seek further guidance from social care.

EHE Inclusion Officers will make reference to Surrey County Council's guidance on Unregistered Provision and Surrey County Council's Unregistered Provision Strategy in their communication with families who are electively home educating.

EHE Inclusion Officers will ensure that any child for whom there are safeguarding concerns, will have been referred to C-SPA and be raised as a referral of concern. For cases of children whose education is deemed unsuitable, EHE Inclusion Officers will highlight these cases through supervision with their manager to discuss next steps and ensure that appropriate safeguarding procedures have been followed.

The following non-exhaustive list represents the circumstances under which Surrey County Council may, at any time, contact parents to enquire about their child's education provision. The following circumstances may be an indicator that suitable full-time education is not in place:

- On notification from the C-SPA that a safeguarding referral has been made.
- On notification of an Operation Encompass form.
- If the child becomes subject to child protection or child in need planning.
- Following a referral to Inclusion Services about the education provision in place.
- Following a referral from the Children Missing Education Team.
- If the young person becomes open to the Youth Offending Service.
- When it is believed that the child may be attending an illegal or unregistered setting.

Surrey County Council acknowledges that parents can decide to EHE at any time. However, the safety of the child is paramount and where the child has a Child Protection Plan or Child in Need plan the suitability of home education will be

considered within the context of the plan and discussion with the allocated social worker. This means that on receipt of a notification of a child to be EHE, known to children social care/with an allocated social worker the Inclusion Officer will, in conjunction with the allocated Social Worker or C-SPA:

- Inform the family that they should provide a written proposal for their plans to provide a full time, suitable and efficient home education.
- Consider whether a strategy discussion is required (Social Care)
- Make any necessary changes to protect the child at the next Child Protection conference, core group or Child in Need review meeting.
- Assess the risk to the child with Social Care, to include health, well-being and possible neglect and record how the risk is increased as a result of continuing, or starting to, educate the child at home within the record of the meeting.
- Review the suitability of the family's EHE plan within the meeting.
- Consult with the child's previous school where appropriate.
- Suggest amendments to the plan to reflect the necessary actions that need to be taken.

Where a child who is Electively Home Education has a Child Protection plan, and the plan is stepped down to Child in Need Plan or to support from the Early Help team, The new plan should detail how the parent/carer will sustain regular reviews of the suitability of education with the EHE Inclusion Officer.

Where the offer of an annual visit is declined by families, and the child/ren have not been seen for 12 months or more by the Inclusion Service, we will check our databases for any involvement from other services within Surrey County Council and make enquiries with external agencies such as Health to establish if the child/ren have been seen by another professional. If there is evidence that might suggest that Children Services involvement is required, the EHE Inclusion Officer will refer to the C-SPA.

### **Support, guidance and resources provided by Surrey County Council**

The Inclusion Service provides support in the form of:

- Publishing written information about EHE that is clear, accurate and sets out the legal position, roles and responsibilities of both Surrey County Council and parents.
- Discussing the implications of EHE with parents before they make the decision to leave or enter the school system.
- Producing and distributing accurate written records of meetings with home educating parents and children.
- Promoting positive relationships with elective home education families based on mutual understanding, respect and trust in order to safeguard the educational interest of children;

- Seeking to mediate between schools and potential EHE families when the relationship has broken down and parents feel obliged to withdraw their child.

Surrey County Council embraces diversity and respects individual choice. The Inclusion Service recognises that parents of all educational, social, racial, religious and ethnic backgrounds are able to successfully educate children outside the school setting.

### **Surrey County Council's EHE Procedures**

When the Inclusion Service receives formal confirmation from a school or directly from a parent that a child is being home educated, a check will be made on the EYES database to ensure that de-registration has been correctly recorded. An EHE Involvement will be created in the database which will enable Surrey County Council to record involvement with the family.

The EHE Inclusion Officer will send a welcome email to the parents. A visit from the EHE Inclusion Officer will be offered between 6-8 weeks later to discuss the child's education at home and to offer the parent support and advice when family vulnerabilities are identified. An outline of the plan for home education will be sought at this meeting and some evidence that elective home education has been started. This meeting will also offer an opportunity for the EHE Inclusion Officer to discuss with the family how they might be able to support them. Parents are not obliged to accept a visit. Electronic records will be saved securely.

### **The Inclusion Service:**

The Inclusion service will undertake the following.

- Check the LCS Database - (the electronic recording system on which social care staff record information on their contacts and activity relating to individual service users in Surrey) and contacts Social Care for information if the child is subject to an Early Help Assessment, Child in Need or Child Protection Plan (open or closed).
- If the child is subject to a Child in Need Plan, Child Protection Plan or Early Help Assessment the Inclusion Officer will liaise with the child's Social Worker or Early Help worker to determine risks associated with that child being Electively Home Educated
- Request information from school, including written notification from the parents of their intent to educate.
- Provide advice on the on/off roll procedure to begin to electively home educate.
- Check if there are siblings.

The Inclusion Service will arrange a school meeting or home visit within 10 school days of the notification to home educate.

Parents may exercise their right not to allow Surrey County Council access to the home, the child or the child's work. The duty on Local Authorities to intervene under section 437(1) of the Education Act 1996 applies if it appears that parents are not providing a suitable education.

Following the school meeting or home visit, Inclusion Officers complete the "Inclusion Service EHE Enquiry Form" and agree next contact with parents. Within 7 working days of the visit the Inclusion Officer will:

- Send a letter with a copy of the EHE Enquiry Form. Parents will then be given the opportunity to ratify/amend the summary before it goes on file and is circulated to other individuals where relevant.
- Upload the completed "EHE Enquiry Form" to the child's record. The form will be shared with the SEN team if the child has an Education Health and Care Plan (EHCP).
- Endeavour to contact parents to discuss their progress as Home Educators after 6-8 weeks, to check that the decision they made remains the right one and whether they require any signposted support.

All families will be offered an Annual Visit from the EHE Inclusion Officers to monitor progress and provision.

- For children who are Child in Need or subject to a Child Protection Plan EHE Inclusion Officers will remain actively involved in liaising with Children Services and are expected to contribute to the monitoring of their Plan. This can involve more regular visits and contact with the family. These families will be shown as active cases to the EHE Inclusion Officer.

Where formal notice is required:

If it appears to the Inclusion Service that a suitable education is not taking place, then then an Inclusion Officer should go through the following steps:

- Allow the parent the opportunity to address the identified issues and recommendations for improvements within a mutually agreed timescale. These should be discussed and agreed with the parent and confirmed in writing.
- When a home visit has not been consented to, concerns (with evidence) about suitability and sufficiency of education will be logged using the same process.
- If there are safeguarding concerns the CSPA will be contacted without delay.
- After the agreed timescale for improvement, if the education is still believed to be unsuitable, the Inclusion Service will commence the statutory process for issuing a School Attendance Order ('SAO').
- An Inclusion Officer will write to parents requiring them to satisfy (evidence) Surrey County Council within 15 days (plus two days for service by first class

post) that the child is receiving efficient, full-time education suitable to the child's age, ability and aptitude and to any special educational needs he/she may have.

- If Surrey County Council continues to be dissatisfied with the education being provided, a statutory "Notice of Intention to Serve a School Attendance Order will be served on the parent. This notice indicates Surrey County Council's intention to formally order the parent to register the child at a school. It will identify school(s) Surrey County Council deems suitable and allow the parent 15 days to propose alternatives. If the parent does not respond, or does not make satisfactory arrangements elsewhere, Surrey County Council may issue an SAO in accordance with its stated intention.
- Failure to comply with an SAO is a criminal offence for which the parent(s) can be issued with a penalty notice or prosecuted in the Magistrates' Court.

Reasonable steps to resolve the situation will be taken by Surrey County Council before the SAO statutory process is commenced. At any stage following the issue of an SAO, parents may present evidence to Surrey County Council that they are now providing suitable education and apply to have the Order revoked.

If this is refused, parents can choose to refer the matter to the Secretary of State for Education. If Surrey County Council prosecutes parents for failure to comply with a SAO, the parents may be acquitted if they can prove that the child was receiving a suitable education otherwise than at school at the time of the offence.

If the parents are acquitted, the court may direct that the SAO shall cease to be in force.

In cases where the EHE service has been unable to contact a family, the child/ren will be recorded as CME and treated accordingly.

EHE children and young people should have access to all health services that children attending schools receive including information from Public Health and School Nursing Teams related to all routine checks and HPV vaccinations. Surrey County Council provides information to known families from health and public health.

## **Effective Home Education and Special Needs in Surrey**

Parents' right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan. Surrey County Council has a duty to review Education, Health and Care (EHC) plans annually, following procedures set out in the "SEND code of practice: 0 to 25 years". Annual Review meetings will be convened and chaired by the SEN Casework Officer.

If the child is on the roll of a special school specified by the child's Education, Health & Care Plan, the child's name may not be removed from the school register without the Local Authority's consent, or if Surrey County Council refuses to give its consent, at the Secretary of State's direction [Regulation 8(2) Education (Pupil Registration) (England) Regulations 2006]. Schools/academies should call an early annual review as soon as they are aware of an intention to home educate.

In order to assess whether home provision is suitable for the special educational needs of the child, parents will be asked to provide information regarding the home education provision. Surrey County Council will only be relieved of its duty to arrange the provision specified in the child's EHC plan if it is satisfied that the parents' arrangements are suitable. This process happens via the Surrey EHCP Governance Board.

If Surrey County Council is satisfied with the parents' arrangements, it will continue to have a duty to maintain and review the EHC plan annually until: it decides to cease the EHC plan; or the EHC plan automatically lapses; or the EHC plan is transferred to another Local Authority.

Surrey County Council does not have to name a school/setting in part 4 of the child's EHC plan, though it may state the type of school it considers appropriate. In cases where Local Authorities and parents agree that home education is the right provision for a child or young person with an EHC plan, the plan should make clear that the child or young person will be educated at home.

If it does, then the Local Authority, under Section 42(2) of the Children and Families Act 2014, must arrange the special educational provision set out in the plan, working with the parents. Under Section 19 of the Act, a Surrey County Council must have regard to the views, wishes and feelings of the child and his or her parents, or the young person.

Where it appears to Surrey County Council that a child is not receiving education suitable to age, ability and aptitude and SEN, the procedures relating to suitability of education will be followed. If the EHC plan remains in place, it will be maintained and reviewed annually and amended where necessary. The annual review will be arranged by the SEN Casework Officer.

Surrey County Council will be responsible for identifying suitable placements and the final decision around the placement of the child will lie with the local authority.

Therapy provision, if stipulated in the EHC plan, should be accessed through the GP or at the electively home educating parents' expense. Professionals providing therapy should be invited to contribute to the annual review.

A parent who is educating their child at home may ask Surrey County Council to carry out a statutory assessment of their child's special educational needs and Surrey County Council will consider the request within the same statutory timescales and in the same way as for all other requests.

Parents may also electively home educate a child who has SEN but does not have an EHC plan. However, Surrey County Council does not have a duty under section 22 of the Children and Families Act 2014 to assess every home educated child to see whether or not they have SEN.

For students and young people with an EHC plan the support and tracking from the SEN team will continue until the age of 25 or until the EHC plan ceases.

### **The Inclusion Service**

EHE Inclusion Officers must ensure that before any visits to family homes take place reasonable care is taken to ensure their safety and that they adhere to advised risk assessments. Following a visit, any concerns over health, welfare and safety issues

must be reported to their manager in the first instance. All Inclusion Officers will adhere to all elements of the Lone Working Policy.

### **Post 16 Learners**

Surrey County Council now requires all young people in England to continue in education or training until at least their 18th birthday, although in practice most young people continue until the end of the academic year in which they turn 18. The raised participation age (RPA) does not mean young people must stay in school; they can choose one of the following post-16 options:

- Full-time education, such as school, college or home education;
- an apprenticeship
- part-time education or training if they are employed, self-employed or volunteering full-time (which is defined as 20 hours or more per week).

Colleges can claim the cost of course fees directly from the Education and Skills Funding Agency on an individual basis for home educated young people under 16, when parents and colleges are able to reach suitable individual arrangements. These individual arrangements are not brokered through Surrey County Council but directly between parents and colleges.

In the September following a young person's 16<sup>th</sup> birthday, parents / carers will receive contact and a feedback survey from the EHE team before their details are removed from the EHE list. The survey will be reviewing families plans for post 16. Surrey County Council have a duty to identify children who are NEET, and to offer support for them to be able to access Employment, Education or Training.

## Review and Evaluation

1. The EHE Policy will be reviewed on an annual basis to ensure it reflects best practice in the light of further government guidance or legislation.
2. Termly statistical returns are made to DfE, reporting on equality information (age, gender, ethnicity and SEND) of elective home educated statutory school age pupils and will be used to identify any discernible trends, which will be reported on;
3. Reports will be produced as requested by Directors.
4. Referrals to other services will also be monitored to ensure relevant support is offered to home educating families with additional needs.

## References

- Education Act 1996: [www.legislation.gov.uk/ukpga/1996/56/contents](http://www.legislation.gov.uk/ukpga/1996/56/contents) • Education Act 2002: [www.legislation.gov.uk/ukpga/2002/32/contents](http://www.legislation.gov.uk/ukpga/2002/32/contents) • Special Educational Needs Code of Practice 2014:  
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Keeping Children Safe in Education: [Keeping children safe in education](http://www.gov.uk/government/publications/keeping-children-safe-in-education) -  
[GOV.UK](http://www.gov.uk)  
[www.gov.uk](http://www.gov.uk)

Surrey County Council Website – Elective Home Education [Search - Surrey County Council \(surreycc.gov.uk\)](http://www.surreycc.gov.uk)

Policy produced	October 2023
Policy reviewed – accessibility	April 2025
<b>Policy updated and approved</b>	<b>April 2025</b>
Policy to be reviewed	April 2026