

# Information for Elective Home Educators

2018/2019



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**CORNWALL  
COUNCIL**

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

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## QUESTIONS AND ANSWERS

### **The Purpose of these notes**

The purpose of these notes is to help you as a home educator understand the way in which Cornwall Council (Local Authority) and the Education Welfare Service (EWS) carries out its duties under the Education Act 1996, with regard to Elective Home Education (EHE).

These notes also contain names and addresses of key personnel in the Local Authority (LA) and EWS (Appendix 1) and a list of other organisations that may be of help to you in seeking to give your child a suitable education (Appendix 2).

The aim of the EWS is to create positive working relationships with home educators and, bearing in mind the wishes of the parents/carers, we will offer as much support and advice as we are able. If at any time you need to discuss a problem concerning the education of your child please feel free to contact the EWS or your local representative on the number given in Appendix A.

### **When is Education Compulsory?**

The law requires a child to be educated from the age of five to the age of sixteen and you are responsible to see that this happens either in school 'or otherwise'.

Circular 11/97 from the Department for Education indicates that the school leaving date for all children, whether 'at school or otherwise'; is, 'the last Friday in June in the school year in which a child reaches age sixteen'.

### **What is 'Raising the Participation Age'?**

Raising the Participation age was, introduced in 2013, to require young people to stay in 'education and training' until they are 18.

It's not quite the same as the school leaving age as it doesn't mean young people have to stay on at school. They will have a choice of what they can do:

One option is to study full-time at school, college or with a training provider. There has been a trend in recent years for many more young people to continue their studies. This further study has become important to get into further or higher education and the workforce, where higher skills are increasingly required.

The second option is full-time employment or volunteering (full-time is counted as more than 20 hours a week) but it must be combined with part-time study or training. This is where RPA is different from just raising the school leaving age. You can't just go and get any old job. It must be a job with training or the young person is not seen as fully participating.

The third option is an apprenticeship. Numbers of apprenticeships are increasing all the time and the government is committed to increasing the number of apprenticeships to 3 million by 2020.

## **What is the Parents/Carer Duty?**

Parents/Carers have a duty to ensure that their children receive a suitable full time education either by regular attendance at school or otherwise:

Section 7 of the Education Act 1996 states:

“7. Duty of parents to secure education of children of compulsory school age; 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.”

The law allows parents/carers to educate their children at home instead of sending them to school, if they fulfil certain conditions. This is where the Local Authority has a responsibility.

## **Who do I tell if I wish to Home Educate?**

If you decide to home educate and your child is attending school<sup>1</sup> you must tell the Headteacher or Chair of Governors, in writing, that you wish them to remove your child's name from the school roll because the child is to be educated otherwise than at school.

## **The Local Authority Responsibility**

Once informed of your decision to home educate, the Local Authority then has a responsibility to make informal enquiries of you to satisfy itself that you are providing an 'efficient' education for your child which properly takes into account age, ability, aptitude and any special needs that he/she may have.

Education is considered efficient and suitable if it enables a child to achieve to their potential, and it prepares them for adult life in their community, as long as it does not foreclose the child's options in later years to adopt some other form of life if he/she chooses to do so. The EWS has a responsibility to establish that a suitable education is taking place for the child, rather than endorsing any particular method of education.

## **Procedure**

An Elective Home Education Coordinator will make contact with you in order to provide you with a copy of the Information Booklet for Home Educators, you will also be provided with a reply slip giving you choices for future contact.

<sup>1</sup> School refers to academies and state maintained schools

## Choices of Contact:

Elective Home Education Coordinator's often undertake this task by making home visits at times that are mutually agreed between yourself and our representative. These visits will take place during school term time and it is helpful to us if they can be arranged during the working day. All appointments will be confirmed in writing and may involve two representatives.

We also acknowledge that you may, at any stage, not wish to meet the Elective Home Education Coordinator in your home and instead may prefer to let us know about the education you are providing in other ways. For example, you may choose one or more of the following:

- Meet at another venue
- Meet with an Elective Home Education Coordinator
- Send a report setting out your educational plans with examples of work (please see Guidance Notes (Appendix C))
- Demonstrate education provision in some other mutually acceptable way

In all cases the Elective Home Education Coordinator will allow sufficient time for the family to set in hand their arrangements for home education and to choose how they will present examples of the education provision.

No visit will take place unless you have agreed to one and an appointment has been made in advance.

Some parents who have agreed to be visited ask for a brief preliminary meeting to get to know the Elective Home Education Coordinator. At this meeting you may find it useful to talk about your educational style and discuss the way in which you wish to communicate in the future.

You may wish to show examples of your child's work, including such things as artwork, poetry, handwriting, maths, sound recordings, photographs, craft work, short plays etc. If a structured programme is being followed then a timetable linked to programmes of study might be useful. If a less structured approach is being used then a record in the form of a diary might form extra evidence that would be of assistance. Indeed, anything that you and the representative agree will assist in illuminating the quality of the educational experiences of the child may be included.

Open discussion, without the need for parents to provide masses of paperwork, can be a simple and satisfactory way of demonstrating suitable education provision.

If the parents wish, the LA, through its representative, is happy to offer help and advice on how to access extended and alternative study programmes. Some addresses are included at the end of this booklet. The LA is unable to offer direct teaching or to provide materials for children being home educated. There may be occasions when home educators are willing to share or pass on books and materials to other families.

Once we have received either a report from your representative or information from yourselves concerning the education of your child, we will

respond with a short letter that will include one of the following recommendations:

- That the education provision appears to be satisfactory. In this case a letter of satisfaction will be issued. The LA will make informal enquiries of the family again at agreed dates, but we shall always take the wishes of the family into account.
- That there is a need for further contact before the LA can come to a decision, perhaps with a different person at a future date (reasons will be given).
- That the education provision is unsatisfactory and reasons will be given.

If the LA is not satisfied that a suitable education is taking place, further visits and/or consultations will be offered with the aim of helping you to overcome the difficulties within a mutually agreed time scale (please note that there is a list of support agencies at the end of this booklet that may be able to give you advice). One of these consultations could be an education planning meeting where a specific plan will be agreed to ensure satisfactory education can be achieved.

If at this stage the LA still considers that your child is receiving a less than satisfactory education it may be necessary to issue a School Attendance Order. This will require you to send your child to a school named on the order (Section 437, Education Act 1996).

Please note that at any stage following the issue of a School Attendance Order process, parents may present evidence to the LA that they are now providing a suitable education and apply to have the order revoked.

## **Safeguarding Children**

The Safeguarding Children's Partnership (SCP) has the statutory responsibility for ensuring that all agencies within Cornwall and the Isles of Scilly promote the safeguarding of children in **ALL** settings. This includes ensuring that agencies that work with and have contact with children educated at home by their parents are aware of their responsibility to consider whether children are being adequately safeguarded within those settings, and, where appropriate, to notify other agencies of their concerns. For more details see Appendix D.

### **How will I be expected to educate my child?**

Some home educators choose to use a 'discovery' type of education without any formal instruction. The interests of the child at that moment are followed, supported and developed until a new spark sets the child off in a different direction. Others have a formal timetable such as you would find in a school where pre-planned courses of study are followed. Yet others use a mixture of both these methods. Learning support can be provided by parents, small groups of home-educating families or private tutors. In fact, all styles of education are valid as long as they are suitable for your child.

The LA has a responsibility to establish that a suitable education is taking place for the child, rather than endorsing any particular method.

### **Is there a formal curriculum for education at home?**

No and you do not have to follow the National Curriculum as this only applies to the education of children in state schools. You may wish to be aware of the content of the national curriculum as it does provide a useful framework especially if you may wish your child to attend a local school at some future time.

A copy of the National Curriculum is available on the Internet or from the Department for Education. Many published textbooks in shops and libraries are also based on the National Curriculum.

The LA will be happy to discuss styles of education with you if you wish, but it is your decision in the end.

### **What should I do if my child has Special Educational Needs?**

If your child has additional/special needs it does not preclude you from educating your child.

If your child attends a special school (Nancealverne, Doubletrees, Curnow, Pencalenick) or a special school outside of Cornwall the legal arrangements are different and if you wish to discuss this you must contact the EWS or the SEN Assessment and Educational Provision Team. A range of information relevant to the families of children and young people is available on the Local Offer. This can be found on the Family Information Service website:

<https://www.supportincornwall.org.uk/kb5/cornwall/directory/family.page?familychannel=0>

or you can email [localoffer@cornwall.gov.uk](mailto:localoffer@cornwall.gov.uk)

When a child with a statement of special educational needs or an Education, Health and Care plan is electively home educated this is stated in the legal document (plan/statement) and the LA is responsible for coordinating the annual review.



## **What support is available from Cornwall Education Welfare Service (EWS)?**

The EWS is able to offer parents advice and support through home visits; telephone or email contact from experienced home education coordinators. The EWS can also support parents in accessing alternative educational provision, including online provision. We also have a Facebook group where we share information with parents:

<https://www.facebook.com/groups/ehecornwall/>

## **Where you may need to seek further support or advice**

The EWS is not able to offer direct teaching or provide materials for children or young people educated at home.

If you wish your child to take part in a work experience placement you are also responsible for the organisation and insurance of this. Further advice is available in appendix F.

Similarly, if you wish your child to take formal qualifications you will need to find an exam centre willing to take private candidates and pay for any examination registration or candidate assessment fees.

If you choose to employ a private tutor it is your responsibility to ensure that this person has the correct knowledge and skills to take on this role. It is entirely appropriate that any tutor should also be able to demonstrate that they have Disclosure and Barring Service (DBS) clearance and are able to provide references. Details of DBS checks are available from the Home Office website: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk).

## **What will happen if we decide to move?**

Please let your local Elective Home Education Coordinator and the Statutory SEN Team, (if your child has a statement of special educational needs or an education, health and care plan), know your new address because the LA is required to keep in touch. Their addresses are given at the end of this booklet.

## **Further Considerations**

Deciding to educate your child at home is a major step that, as you know, not only involves commitment but also a tremendous investment in time and energy. It is well worth talking to someone who has experience of the highs and lows of home education before finally making a decision. Independent support agency addresses are given at the end of this booklet.

Parents who choose to educate their children at home must be prepared to assume full financial responsibility; including bearing the cost of any public examinations and any associated transport costs.

Education at home is usually a happy and constructive experience for both you and your child. If you decide to take this on, the LA wishes you well and will do

what it can to ensure that a suitable education is provided.

Please remember, if at any time you should wish your child to re-enter the school system or if you are unsure about what to do and would like some help, you can contact the Elective Home Education Coordinator whose address is given in this booklet, or the LA.

### Return to Mainstream School

Quite often parents choose not to take up a school placement until their child is older. Sometimes it is the idea of preparation for public examinations, or a feeling that the child needs specialist training in some areas which encourages parents to seek a school place.

School Admissions

☎ 0300 1234 101

[schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

Please be aware that entitlement to free home to school transport for children **returning** from Elective Home Education will be considered in line with Cornwall's Home to School Transport Policy - a copy of which is available via [www.cornwall.gov.uk/schooltransport](http://www.cornwall.gov.uk/schooltransport). To check your eligibility for free home to school transport, please contact the Pupil Transport Team.

Pupil Transport

☎ 0300 1234 101

[pupiltransport@cornwall.gov.uk](mailto:pupiltransport@cornwall.gov.uk)

### Can my child attend school part time?

Generally, in Cornwall, children attend school full-time unless there is a planned programme of re-integration. However, a parent may request that a Headteacher admit their child on a flexi-schooling arrangement. Any proposal for flexi-schooling for a child with a statement of special educational needs or an education, health and care plan has to be discussed with the SEN Assessment and Provision Team. This arrangement is at the discretion of the Headteacher and Governors of the school as the child is on the school roll. In these cases the child is no longer registered as electively home educated. Further guidance on flexi-schooling can be given by the Cornwall EWS team.

Flexi-schooling is **not** the same as a reduced or part-time table. Schools have a statutory duty to provide a full-time education to all children. However, there may be occasions where this is not possible, for example, due to a child's medical needs. In these situations the school may discuss a part-time or reduced timetable with a parent. These timetables must be time-limited and must be agreed by both the school and the parent. Further guidance on reduced timetables is available from the Cornwall EWS team.

### Career South West

Careers South West (CSW) provides independent and impartial advice, guidance and practical help for young people aged 13-19, and for those with learning difficulties and disabilities up to the age of 25. CSW also provide the

National Careers Service for adults – free information and advice on learning, training and work opportunities.

CSW have qualified, professional advisers that work in locations across Cornwall, and help young people find up to date information about careers, jobs, education courses, volunteering, training opportunities and other personal support so that they can make informed choices about all the options open to them.

The free support that they can offer to young people who are home educated, will focus on those in year 11 who are most at risk of not making a transition to further education, work or learning, and also young people from year 9 with statements of special educational need or education, health and care plans. Careers South West can also provide a range of charged services which includes psychometric assessments and career planning.

For more information, visit <https://investorincareers.org.uk/> or phone 0800 97 55 111

## Qualifications

### GCSEs - Planning Ahead

If your son/daughter decides he/she wants to take GCSEs then you should make your preparations as early as possible.

*Please note that if you use a provider that is primarily for an older or adult group, child protection vetting may not include the staff and certainly will not include other students. You should ask what checks are carried out.*

It is also essential to find out at the same time where your son/daughter can sit the examinations. This must be an accredited Centre. Contact your local school or FE College to see if it will accept external candidates. You will have to use the same syllabus/exam board as the school/college and for this reason it is important that you contact school(s) very early in Year 10 (or even Year 9) to find out what subjects/syllabus is being followed. Entries should be made by October in Year 11 at the latest, but earlier discussion is advised.

### Coursework

Many syllabuses have coursework assignments. The exam boards have regulations about who can mark coursework and the names of the independent coursework markers. These regulations will be in any information they send you. There are three options, depending on how your son/daughter is learning:

- Through study at an accredited Centre - if your son/daughter has joined an adult GCSE class the teacher will mark all coursework (please note child protection advice at start of this section).
- Through study with a teacher/tutor (please also see Appendix E) - if he/she is being tutored by a teacher, the teacher will mark the coursework but you still have to arrange where he/she will sit the final exam. If he/she is using distance learning packs such as the NEC material, the assignments are marked by the tutor. Most distance learning organisations suggest venues where the final examinations can be taken or you can arrange your own venue. The same applies if he/she is being set work on line.
- Through independent study - if your son/daughter has no tutor or teacher coursework is usually sent to the examination board for marking.
- English orals.
- There can be some difficulties with the oral element of English Language GCSE and examination boards have different requirements, e.g. some syllabuses require your son/daughter to be part of a group for speaking and listening.

- It is possible to purchase from the exam boards complete syllabuses, assignment requirements and examples of good (and not so good) course work assignments.

## Exam Board Information

All examination boards offer examinations for external candidates. When you contact them tell them this is the information you need. You also need to tell them when (in which year) your son/daughter is going to sit his/her GCSEs. Parents/Carers should contact the individual examination boards about the most appropriate syllabus to follow.

The contact numbers and websites for the exam board for England are:

- AQA (incorporating NEAB + SEG)  
Exams Office Support  
0844 209 6614  
[www.aqa.org.uk](http://www.aqa.org.uk)
- Edexcel (incorporating ULEAC)  
0845 618 0440  
<https://qualifications.pearson.com/en/home.html>
- OCR (incorporating MEG and RSA)  
01223 553998  
[www.ocr.org.uk](http://www.ocr.org.uk)

## Level 1 and 2 Certificates

Since 2002 pupils in school can take General National Vocational Qualifications (GNVQ) instead of GCSEs for some subjects. Since GNVQs are continuously assessed by teachers it may be difficult for your son/daughter to take this option.

## International-GCSE'S

### What is the International GCSE?

Developed as an alternative to the traditional GCSE, the two-year International GCSE was designed by Cambridge University's International Examinations for schools body for 14 to 16-year-olds studying both in the UK and abroad.

### What does it offer?

The International GCSE provides a broad study programme by drawing subjects from a number of areas: languages, humanities, social sciences, mathematics, creative, technical and vocational. Within the curriculum there is a mix of practical experience and theoretical knowledge. As the name implies, there are similarities to the traditional GCSE. The coverage of topics is similar in many syllabuses.

### How is it different?

The International GCSE is relevant in different regions because it can be tailored to suit students. With a choice of core and extended papers in most subjects, the International GCSE is suitable for students with different levels of ability. Coursework is optional and not UK-centric.

### Is it widely recognised?

The International GCSE is recognised by universities in the UK and worldwide as equivalent to the traditional GCSE. The Cambridge International GCSE standard is benchmarked to UK GCSE, however many teachers feel it is more challenging than GCSEs and a good preparation for A/AS-level or the International Baccalaureate.

The International GCSE is offered by:

University of Cambridge  
Local Examinations Syndicate  
Head Office  
Syndicate Buildings  
1 Hills Road  
CAMBRIDGE CB1 2EU  
Tel: 01223 553311  
Fax: 01223 460278  
Website: <http://www.cambridgeassessment.org.uk/>

Edexcel International  
Stewart House  
32 Russell Square  
LONDON  
WC1B 5DN  
Tel: 020 7758 5656  
Fax: 020 7758 5959  
Website: <https://qualifications.pearson.com/en/qualifications/edexcel-international-gcses-and-edexcel-certificates.html>

Please note: Local examination centres have sole discretion over whether or not they are prepared to accept entries. The responsibility for liaising with the centre is entirely that of the parent.

Pupils who are at KS4 (last two compulsory years of schooling) may also be offered the option of more flexible schooling with some sessions each week attending an FE College. If you wish to explore this you should contact your local FE College. The college will probably charge you for their services. Cornwall College will only accept EHE referrals to Pre-16 courses through an EWO or the EHE co-ordinator.

## **Informing the Local Authority (Cornwall Council)**

When your son/daughter has received his/her GCSE results we would be grateful if you could ring, or write to let us know the outcome.

Elective Home Education  
Education and Early Years' Service  
Cornwall Council  
St Austell One Stop Shop  
39 Penwinnick Road  
St Austell  
PL25 5DR  
Tel: 01872 323400  
Email: [EHEAdmin@cornwall.gov.uk](mailto:EHEAdmin@cornwall.gov.uk)

## **Cornwall Adult Education**

Cornwall Adult Education has centres in most Cornish towns offering free English, IT and Maths qualifications, up to GCSE. Available to EHE students from 14 years (NCY10). We also work with a range of partners, offering vocational programmes of study throughout the county.

Contact: Jim Mason  
Telephone: 0758 113 1983  
Website: [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)

## **Post 16 Choices - Planning Ahead**

Whatever your son/daughter wants to do after the age of sixteen it would be sensible to make early preparations.

### **Choices at post 16**

If your son/daughter wishes to go on with full-time education or training there are three choices:

- Return to a school with a sixth form if there is one in your area. You need to contact the college/school as early as possible and make an appointment to see the Headteacher. Schools offer a range of courses including Advanced and A/S level courses and your son/daughter may also be able to take GCSEs.
- College of Further Education. When your son/daughter is 15+ (Year 10) send for a prospectus from your local FE College and check through the qualifications he/she may need and the courses on offer. Applications need to be in by January of Year 11 but in the Autumn Term it may be sensible to contact the Admissions Tutor at the college and made an appointment with a Head of Department or Principal to talk about EHE and your son / daughter achievements. You may need to take examples of work done. If you are concerned, ask Careers South West to open negotiations with the college.

- Work based training/modern apprenticeships. This is an excellent route if your son/daughter wishes to start work and to gain some work-based qualifications. Contact Careers South West early in Year 11 since applications for work-based training are usually completed via them. The applications need to be completed by early in the spring term. You, with the help of Careers South West, or on your own, will have to find an appropriate work placement with a firm prepared to take on a trainee.

If your son/daughter wishes to start work Careers South West [www.cswgroup.co.uk](http://www.cswgroup.co.uk) may be able to help.

### **Key skills – post 16 and 18**

One of the qualifications for all young people post 16 is Key Skills in Communication, IT and Application of Number. If your son/daughter goes to FE College to take a National Vocational Qualification (NVQ) or A levels he/she will take Key Skills as well.

Information about these can be obtained from:

QCA  
83 Piccadilly  
London  
W1J 8QA  
☎ 02075 095555 (ask for Key Skills)  
[www.qca.org.uk](http://www.qca.org.uk)

Further support post-16 is available from:

### **180 - Turning Lives Around**

180 is a flexible programme, available through a wide range of training providers, that can match the needs and interests of young people, enabling them to gain appropriate knowledge and skills, re engage them with learning or progress them into an apprenticeship, employment or volunteering with training.

Contact: Livy Toms  
Telephone: 07772 696804  
Email: [oftoms@cornwall-learning-partnership.org](mailto:oftoms@cornwall-learning-partnership.org)  
Website: [www.cornwall-learning-partnership.org](http://www.cornwall-learning-partnership.org)

### **Careers South West**

Help with planning young people's successful transitions into learning and work with an independent and impartial adviser.  
Website: [www.cswgroup.co.uk](http://www.cswgroup.co.uk)



### **Cornwall Adult Education**

Cornwall Adult Education have centres in most Cornish towns offering free English, IT and Maths qualifications, up to GCSE. We also work with a range of partners, offering vocational programmes of study throughout the county.

Contact: Jim Mason

Telephone: 0758 113 1983

Website: [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)

### **Cornwall Apprenticeships Campaign**

The campaign aims to raise awareness about Apprenticeship opportunities in Cornwall. Around 200 Apprenticeship jobs are available in Cornwall at any one time.

Contact: Jason Sugden

Telephone: 07854 039960

Email: [jsugden@cornwall.gov.uk](mailto:jsugden@cornwall.gov.uk)

Website: [www.cornwallapprenticeships.com](http://www.cornwallapprenticeships.com)

### **Family Information Service (FIS)**

If you have a question regarding your child's education and the transition into adult services, but don't know where to turn, the FIS can help point you in the right direction. FIS can signpost to services regarding behaviour support, health, training, parenting, special educational needs and disabilities and much more.

Website: [www.cornwallfisdirectory.org.uk](http://www.cornwallfisdirectory.org.uk)

Telephone: 0800 587 8191

### **National Careers Service (NCS)**

NCS can help young people make the right choices at school, college and after full-time education. Our experienced and friendly careers advisers understand the world of work and can offer free, straightforward, impartial advice to help young people take the right steps towards a great career.

Telephone: 0800 587 8191

Website: [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

### **Job Centre Plus (JCP) Specialist Work Coach for Young People aged 16/17**

The Specialist Work Coach can provide 1:1 support, access to work experience placements and access to the wider JCP offer. Working with young people in Camborne, Pool, Redruth, Falmouth, Penryn, Truro and the Roseland areas.

Contact: Carolyn Silcocks

Telephone: 07795060827

Email: [CAROLYN.SILCOCKS@DWP.GSI.GOV.UK](mailto:CAROLYN.SILCOCKS@DWP.GSI.GOV.UK)

## **The Cornwall College Group**

College provides access to quality learning opportunities, raising aspirations and developing vocational/employability skills. We can offer a flexible, tailored transition which will meet the needs and interests of the learner, they will be supported by a personal learning advisor.

Contact: Heather Tabb Telephone:

0845 22 32 567

Email: [heather.tabb@cornwall.ac.uk](mailto:heather.tabb@cornwall.ac.uk)

Website: [www.cornwall.ac.uk](http://www.cornwall.ac.uk)

### **Comments and Complaints**

We can only improve our service to you if you tell us about those areas that you are pleased with and those areas that you feel need improvement.

If you wish to comment about any aspect of our work please write to:

Elective Home Education  
Education and Early Years' Service  
Cornwall Council  
St Austell One Stop Shop  
39 Penwinnick Road  
St Austell  
PL25 5DR  
Tel: 01872 323400  
Email: [EHEAdmin@cornwall.gov.uk](mailto:EHEAdmin@cornwall.gov.uk)

We will do our utmost to acknowledge receipt of your comment within five working days, and if required, to have dealt with it within fifteen working days. Where this is not possible we will keep you informed of progress.

## Appendix A: General Data Protection Regulations (GDPR)

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**The Data Protection Act 2018 requires all organisations to make you aware of how your information is held and how it is used by that organisation.**

### **Who will control my data?**

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

### **How we will use the information about you**

The information you provide will be used to offer a service based on your particular needs. It may therefore be necessary for the Elective Home Education Co-ordinator to contact other agencies to gather and share relevant information. In these cases consent will be sought from you before contact is made.

### **Who else will we share your information with?**

Your information will only be shared with your consent with the relevant agencies identified.

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of [the UK, the EEA]. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

### **How long will you keep this information for?**

Information is held until the young person reaches their 18th birthday (in the case of young people with an Education Health Care Plan the information will be held until their 25<sup>th</sup> Birthday).

#### **1. What are my data rights?**

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

### **How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Natalie Bryant

Quality Assurance Business Manager

Children, Schools and Families

Cornwall Council

County Hall

Truro

TR1 3AY

e-mail: [csfeedback@cornwall.gov.uk](mailto:csfeedback@cornwall.gov.uk)

## Appendix B: Local Authority Contacts

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### Elective Home Education Localities:

#### Contacts:

Elective Home Education  
Education and Early Years' Service  
Cornwall Council  
St Austell One Stop Shop  
39 Penwinnick Road  
St Austell  
PL25 5DR  
Tel: 01872 323400

Email: [EHEAdmin@cornwall.gov.uk](mailto:EHEAdmin@cornwall.gov.uk)

## Appendix C: Contacting other Organisations

Please note that Cornwall Local Authority is not in a position to recommend any of the following organisations.

Websites, addresses and telephone numbers are constantly changing and we have done our best to provide accurate information. The list is compiled from information from home educators and other local authorities in the South West of England.

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Advisory Centre for Education (ACE)  
1c Aberdeen Studios  
22 Highbury Grove  
London N5 2DQ  
☎ 0808 800 5793 (Freephone) - ACE General Advice  
<http://www.ace-ed.org.uk>

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Association of British correspondence Colleges (for list of providers)  
PO Box 17926  
London SW19 3WB  
☎ 020 8544 9559  
<http://homestudy.org.uk>

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BBC Schools  
<http://www.bbc.co.uk/schools>

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Cambridge Information Ltd  
Combs Tannery Stowmarket  
Suffolk IP14 2EN  
☎ 01449774658  
[www.caminfo.co.uk](http://www.caminfo.co.uk)

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Catholic Home-schooling Network  
P.O. Box 52 Skegness  
PO25 1UE

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Channel Four Learning  
<http://www.channel4learning.com/index.html>

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Christian Education Europe Ltd  
Marantha House  
Northford Cl Swindon  
Wiltshire SN6 8HL  
☎ 01793 783783

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Contact for Muslim Families Mrs.  
Z.N. Yahya  
20 Page Street  
Swansea  
SA4 4EY

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Co-ordination Group Publications CGP  
Kirkby-in-Furness Cumbria  
LA17 7WZ  
☎ 0870 750 1262  
[www.cgpbbooks.co.uk](http://www.cgpbbooks.co.uk)

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Department for Education  
Sanctuary Buildings Great  
Smith Street London SW1P  
3BT  
☎ 0370 000 2288  
<http://www.education.gov.uk>

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Duke of Edinburgh Award Scheme

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Education Otherwise PO Box 63  
Swaffham E37 9AT ☎ 0845 478 6345  
<http://www.education-otherwise.net>

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Education Now  
(publishes information and books about all aspects of alternative education)  
22 Stortmill  
River Way  
Harlow  
Essex CM20 2SN  
<http://educationnow.co.uk>

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Family Information Service

<https://www.supportincornwall.org.uk/kb5/cornwall/directory/family.page?familychannel=0>

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Free Range Education

<http://www.free-range-education.org.uk>

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Herald

Kelda Cottage

Lydbrook

Gloucestershire GL17 9SX

☎ 01594 861107

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Home Education Advisory Service:

PO Box 98

Welwyn Garden City

Herts AL8 6AN

☎ 01707 371854

<http://www.heas.org.uk>

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Home Education in the UK

(online source of help including on getting started, articles, resources and general information on parenting)

[www.home-ed.info](http://www.home-ed.info)

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Home Education Special

(internet based support organisation for those home educating children with Special Needs)

<http://www.he-special.org.uk>

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The Horticultural Correspondence

College Fiveways House

Westwells Road Hawthorn

Corsham, SN13 9RG

☎ 01225 81 67 00

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GCSE answers

<https://www.gov.uk/topic/schools-colleges-childrens-services/curriculum-qualifications>

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Jehovah's Witness Newsletter  
Louise English  
41 Queens Road  
Horley  
Surrey, RH6 7AH

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Mercer's College  
Ware Hertfordshire  
SG12 9DZ  
☎ 01920 465 927

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National Association of Gifted Children NAGC  
Suite 1.2, Challenge House  
Sherwood Drive  
Bletchley Milton  
Keynes  
Buckinghamshire MK3 6DP  
☎ 01908 646433  
[www.nagcbrtain.org.uk](http://www.nagcbrtain.org.uk)

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Qualification and Curriculum Development Agency  
National Curriculum website team  
53-55 Butts Road  
Earlsdon Park Coventry  
CV1 3BH  
☎ 0300 303 3011

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National Extension College  
The Michael Young Centre  
Purbeck Road  
Cambridge CB2  
2HN  
☎ 01223 400 200  
[www.nec.ac.uk](http://www.nec.ac.uk)

NorthStar Academy 3790  
Goodman RD E  
Southaven, MS 38672-6441  
☎ 1888 464 6280

[info@northstar-academy.org](mailto:info@northstar-academy.org)  
[www.northstar-academy.org/](http://www.northstar-academy.org/)

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Open and Distance Learning Quality Council  
79 Barnfield Wood Road,  
Beckenham, Kent  
BR3 6ST

☎ 020 8658 8337  
[info@odlqc.org.uk](mailto:info@odlqc.org.uk)

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Sense of Place  
Azook Community Interest Company Carrick  
Business Centre  
Commercial Road  
Penryn TR10 8AR

☎ 0845 0509 429  
<http://www.sense-of-place.co.uk>

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Schoolzone.co.uk ltd Formal  
House  
60 St Georges Place Cheltenham  
GL50 3PN

☎ 01242 262906  
[www.schoolzone.co.uk](http://www.schoolzone.co.uk)

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The British Dyslexia Association  
Unit 8  
Bracknell Beeches  
Old Bracknell Lane  
Bracknell, RG12  
7BW

☎ 0845 251 9002  
<http://bdadyslexia.org.uk>

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The National Extension College  
(GCSE and NVQ distant learning courses)  
Michael Young Centre  
Purbeck Road, Cambridge, CB2 8HN

☎ 01223 400 200  
<http://www.nec.ac.uk>  
The Student Support Centre  
☎ 0800 999 6999  
[www.student-support.co.uk](http://www.student-support.co.uk)

UK Open Learning Ltd.  
69 Lowther Street (1st  
Floor) Whitehaven  
Cumbria CA28 7AD  
☎ 0800 043 4288

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The Inspire Curriculum – Cornwall Learning  
A new, best practice solution for schools and academies: shaping the new  
Statutory 2014 Primary National Framework into an integrated thematic  
curriculum which links to the wider world of work, life-skills and learning  
outside the classroom.

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***(We would welcome your comments – favourable or unfavourable -  
about any of these providers or any others you think should be in this  
list)***

### **Education Publishers**

Collins Education  
[www.collinseducation.com](http://www.collinseducation.com)

Co-ordination Group Publications  
[www.cgpbbooks.co.uk](http://www.cgpbbooks.co.uk)

Pearson Education  
[www.pearsonschoolsandfecolleges.co.uk](http://www.pearsonschoolsandfecolleges.co.uk)

Letts  
[www.lettsrevision.com](http://www.lettsrevision.com)

Nelson Thornes  
[www.nelsonthornes.co.uk](http://www.nelsonthornes.co.uk)

Oxford University Press  
<http://ukcatalogue.oup.com>

### **Useful Websites**

Examination Boards  
[www.aqa.org.uk](http://www.aqa.org.uk)  
[www.ocr.org.uk](http://www.ocr.org.uk)  
[www.edexcel.org.uk](http://www.edexcel.org.uk)

## **Primary**

[www.familylearning.org.uk](http://www.familylearning.org.uk) (information and resources to support reading, writing and numeracy)  
[www.starfall.com](http://www.starfall.com) (free public service to teach children to read with phonics)  
[www.primaryresources.co.uk](http://www.primaryresources.co.uk) (teaching resources and lesson plans)  
[www.teachitprimary.co.uk](http://www.teachitprimary.co.uk) (free primary teaching resources and ideas)  
[www.schoolsnet.com](http://www.schoolsnet.com) (primary lessons)

**Secondary** [www.gcse.com](http://www.gcse.com) [www.revision-notes.co.uk](http://www.revision-notes.co.uk)  
[www.samlearning.com](http://www.samlearning.com) (revision for SATS and GCSES)

## **All Key Stages**

Maths Specific

[www.khanacademy.org](http://www.khanacademy.org)  
[www.mymaths.co.uk](http://www.mymaths.co.uk) (revision pages, games and puzzles)  
[www.conquermaths.com](http://www.conquermaths.com) (Australian – includes lessons and is discounted for home educators)  
[www.cleavebooks.co.uk/troll/index.htm](http://www.cleavebooks.co.uk/troll/index.htm) (maths worksheets)  
[www.mathsnet.net](http://www.mathsnet.net)  
[www.mathsroom.co.uk](http://www.mathsroom.co.uk)

English Specific

[www.teachit.co.uk](http://www.teachit.co.uk)  
[www.literacytrust.org.uk](http://www.literacytrust.org.uk)

All subjects

[www.bbc.co.uk/schools/revision](http://www.bbc.co.uk/schools/revision)  
[www.csfsoftware.co.uk/index.htm](http://www.csfsoftware.co.uk/index.htm)  
[www.thetoymaker.com](http://www.thetoymaker.com)  
<http://teachers.guardian.co.uk> (Guardian teacher network provides thousands of ready made free resources for ages 4-18)  
[www.fieldguides.com](http://www.fieldguides.com) (Virtual Geography field trips for primary)  
[www.letsrevision.com](http://www.letsrevision.com) (revision guides, pod casts and online resources plus tutors)  
[www.structuredhomelearning.com](http://www.structuredhomelearning.com) (based on UK National Curriculum)  
[www.npl.co.uk/educate-explore](http://www.npl.co.uk/educate-explore) (science activities)

## Appendix D:

### Guidelines for Presenting Examples of Education Provision

The LA has to understand that the education that is being provided is suitable for the 'age, ability, aptitude and any special educational needs that your child may have'. The examples you present, are looked at in this light.

The first thing the LA wants to know about is your philosophy of education. There are many different approaches to providing home education.

For example, some parents/carers feel that their child will learn through experience, with the educator as a helper and guide, using the child's experience as a basis for learning. Other parents/ carers choose to teach their children in a way that mirrors a school timetable, with subjects taught in a more formal way and with a clear syllabus which may include targets for their children to achieve.

The choice of philosophy is for you to make and may change over time.

Once your philosophy is clear, **it becomes your responsibility to provide examples which clearly demonstrate the suitability of your child's education provision.**

Some parents/carers are providing, or planning to provide, this information in the following ways:

- Information sent by email as an attachment
- Original work
- Photocopies of written work
- Photographs
- Art work
- Scrapbooks
- Musical & sporting achievements (certificates)
- Diary of events
- CD's or tape recordings
- Websites contributed to/created by the EHE family
- A written report (template available if required – please contact the EHE administrator for copies)

If you wish to present examples of your education provision in a way that is not represented in this list please feel free to call and discuss it with your local Elective Home Education Coordinator (please see Appendix A).

There are as many ways of demonstrating the education provision as there are home educators. The LA will always be happy to listen and add to the above list as new ideas are suggested.

## **Appendix E:**

### **Protocol for Safeguarding Children Educated at Home**

This protocol is underpinned by statutory legislation which includes:

- Children Act 1989
- Working Together to Safeguard Children 2015
- Special Educational Needs and Disability Code of Practice (0-25)
- Education Act 1996

### **The Role of the Safeguarding Children Partnership:**

The Safeguarding Children Partnership has the statutory responsibility to ensure that all agencies within Cornwall and the Isles of Scilly promote the safeguarding of children in all settings. This includes ensuring that agencies that come into contact with children educated at home by their parents are aware of their responsibility to consider whether the children are being adequately safeguarded within those settings and, where appropriate, to notify other agencies of their concerns.

### **Legal Framework for Home Education:**

The Education Act 1996 endorses a parent's legal right to educate their children outside of a school environment.

In Cornwall the responsibility for overseeing children educated other than in school resides with the Elective Home Education Service.

### **Safeguarding Issues:**

Most parents who decide to educate their children at home will have positive and valid reasons for doing so. Some parents may feel that their child's needs are not being met within school. Others may see home education as an answer to difficulties their child has experienced at school, or have philosophical or religious reasons for wishing to arrange their child's education themselves.

However, in some cases where parents elect to home educate, there may be a history of concerns regarding the care the child is receiving or the parental commitment to education. Being out of school means the child does not have the routine monitoring of their welfare and day to day contact with a range of professionals that is afforded to children at school. This will require all agencies in contact with home educated children to ensure that the child's welfare is being promoted.

## **Safeguarding Children in Education (DfE 2004) states:**

Responsibility for children who are educated at home by their parents is not solely an education issue. These matters are best dealt with by a multi-agency approach and should be addressed in locally agreed procedures in accordance with the principles set out in "Working Together to Safeguard Children (2015)" and "The Children's Act (2004)"

The Children's Act 2004 framework sets out the criteria by which all children's wellbeing should be measured. That is that they should be healthy, stay safe, enjoy and achieve, make a positive contribution and, in due course, experience economic wellbeing. Attendance at school plays an important part, not just in ensuring that a child achieves academically, but it also providing routine health surveillance and opportunities for social interaction that promote greater awareness of safety issues and wider contribution to the community. It is therefore implicit that, as well as ensuring a child receiving home education is meeting the needs of the education curriculum, the local authority should ensure that outcomes for home educated children in all dimensions of the Every Child Matters agenda are promoted.

To this end the Local Safeguarding Children Board requires agencies within Cornwall to ensure they promote the wellbeing of home educated children in all aspects of their development.

## **Process within Cornwall: (from October 2007)**

If any agency comes into contact with a child being educated at home and has concerns for their welfare then they should follow the procedure outlined in the 'South West Child Protection Procedures' [www.swcpp.org.uk](http://www.swcpp.org.uk). Alternatively reference can be made to: **'What to do if you are worried a child is being abused'**. (HMG 2006).

## **Safety on the Internet**

Technology is integral to the lives of children and young people. The internet, other digital information and communication technologies can promote creativity and assist with the development of key social skills. It can also be a valuable educational resource for children. Conversely, it can also provide a medium whereby inappropriate mail such as pornography and abusive images can filter through, cyber bullying can take place and on line grooming by predators can occur. These are just some of the potential risks for children and young people.

You can seek advice and information on keeping children safe whilst on the internet by visiting:

<http://ceop.police.uk/>

<http://www.saferinternet.org.uk/>

Thinkuknow – <https://www.thinkuknow.co.uk>

## Appendix F:

### Information for Parents/Carers considering Employing a Private Tutor

The following is for information purposes only and should not be relied upon as advice. You may wish to obtain your own independent advice from a Solicitor, or other legal professional, should you choose to employ a private tutor.

Whilst your son/daughter attends school, the Local Authority undertakes a number of measures to ensure the safety of your child. However, if you choose to home educate your child, then the Local Authority will **not** undertake these checks.

Having elected to educate your child at home, you may choose to employ someone privately as part of your EHE provision. The following list is not exhaustive and it is your responsibility to obtain your own advice if you are considering employing a private tutor.

#### If the council was employing a tutor or teacher they would undertake the following checks:

##### 1. DBS checks (Disclosure and Barring Service):

- Whilst at school, ANY adult working with your child would have undergone an Enhanced DBS check. This is a police check that is run on an individual and would provide some assurances that the adult had not been identified as posing a risk to children.
- Some tutors may show you their current 'DBS check'. Where a person has been, or intends to, work closely with children and/or vulnerable adults they should obtain an 'Enhanced' DBS check.
- You should also note that as a parent/carer you will not have any additional information that might have been given to a school when they undertook a DBS check as to whether there have been concerns raised about an individual.
- As a parent/carer you are unable to undertake a DBS check yourself.
- If a tutor shows you their DBS check BUT they haven't worked for 3 months then it will no longer be valid.
- DBS checks will only tell you information up to the time the check was done. They do not tell you about anything the person might have done after the check was made. That is why references are considered to be important by the Local Authority.



## 2. References:

- Again, the Council would always interview any potential candidate, and ask to see their career résumé or C.V.
- The Council will ask for and check professional references from someone who knows the tutor now. If the tutor is currently, or has recently been employed in a school, they will ask for a reference from the Headteacher. Further if the candidate is a qualified teacher, they will ask to see a copy of the tutor's General Teaching Council Registration.
- The Council will also ask to see their qualification certificates.
- If there are career gaps on the individual's résumé, the Council would ask for reasons and seek evidence of any explanations given.
- It is also helpful for the tutor and your child to meet prior to you making a decision. Observing the interaction between the potential tutor and your child may help to inform your decision.

## 3. Where should Tuition take place?

- It is not recommended that private tuition whether at home or elsewhere, e.g. a gym, swimming pool, etc is on a 1:1 basis without a second adult being present as this may pose a risk to BOTH the professional AND the child.
- Tuition is best undertaken in a quiet place, which is well organised and suitable for study, away from the distractions of television and radio. A bedroom is never appropriate, even if it contains a study area. It is essential that you (or another trusted adult chosen by you) remain on the premises. Any chaperone arrangement offered by the tutor (for example his or her partner) should be refused. It is important that you have access to the teaching area and can observe and hear activity at any time you wish. Intervening doors should be kept open, even though this may mean curtailing your own activities. Any tutor who is mindful and aware of current expectations of professional staff should have no objection and is likely to offer the arrangement without your suggestion. You or the tutor may have a preference about whether the tuition takes place in your home, the tutor's home, or elsewhere, but the conditions outlined above should apply in each case. You should not feel that you are acting unreasonably to expect this and should not accept inferior arrangements.
- Adults working in recognised organisations e.g. a gym should adhere to the organisation's child protection policy. This policy will have a clear procedure for adults working closely with children and parents are advised to ask for a copy for their own reassurance.

#### **4. What should I do if my child tells me something inappropriate has happened or I find the tutor behaving inappropriately with my child?**

- Any adult who behaves in an inappropriate or abusive manner with a child must be reported to Social Care. If your child tells you of inappropriate behaviour you must listen to your child and reassure them that it is not their fault. However embarrassed or uncomfortable you feel about what your child tells you or what you find, you must put the welfare of your child first. In such circumstances you **MUST** inform the Social Care team (Multi Agency Referral Unit- 0300 123 1116) who will make enquiries into the matter jointly with the police and in liaison with the Local Authority Designated Officer. Tuition will be suspended initially until the investigation is concluded. The decision as to whether the tutor can continue to work will be based on the findings of the investigation

## **Conclusion**

- You may wish to obtain your own independent advice from a Solicitor, or other legal professional, should you choose to employ a private tutor.
  - Always ensure during tutoring sessions you or another trusted adult is left on the premises.
  - Don't delay in reporting abusive or inappropriate behaviour to the proper authorities.

## **Reviewing procedures and practices**

Cornwall Council will review these guidelines and practice in relation to home education at least every two years. Home education organisations and parents will be involved in the process of review in order to ensure the most effective practice and strengthen partnerships.

## Appendix G: Work Placement

Work experience may take place during the last two years of compulsory education and is possible only when the arrangements for it are made or approved by a local Education Authority under section 560 of the Education Act 1996. It is not a statutory requirement. It is clearly seen as part of the young person's education not employment.

It must be unpaid, is subject to different insurance arrangements, clear health and safety criteria and based in a different legislative framework. Therefore many of the restrictions and prohibitions that apply to employers under the child employment regulations do not apply to work experience placements.

Occasionally the parents of children who are being Electively Home Educated will refer to "work experience" as part of the proposed education programme. A Local Authority cannot be held liable for any child being injured whilst on work experience when they have not organised it, which will be the case with children who are being Electively Home Educated.

However, children receiving Elective Home Education may still undertake work experience providing the parents take responsibility for ensuring the placement is safe, insurance is in place and all health and safety criteria are met. This will include a thorough risk assessment appropriate for the work the child is doing being undertaken and that you (the parent) are informed of any controls that are put in place etc.

It is also very important that the employer offering the work experience placement is made fully aware that the child is being Electively Home Educated and that it is not a school arranged placement. This could well mean that the parents have to cover any extra insurance the employer may need to take out. Many employers are familiar with work experience and support schools by offering placements. They may therefore assume that any such request involves a school and will not necessarily realise the child is being Electively Home Educated.

Any work experience opportunity undertaken by children receiving EHE must be unpaid and clearly seen to be enhancing the child's education and life experiences and cannot be used as a replacement for the education programme you are providing for your child.

If you would like further advice or wish to speak to someone further you can contact:

EHE Admin  
One Stop Shop  
Room 38  
39 Penwinnick Road  
St Austell  
PL25 5DR  
Email: [ehadmin@cornwall.gov.uk](mailto:ehadmin@cornwall.gov.uk)  
Tel: 01872 323400

## Contact details

Education Welfare Service

Tel: 01872 323400

**If you would like this information in another format  
or language please contact:**

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

or telephone: 0300 1234 101

or email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



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