

Tacolneston & Morley CE Primary Academies Federation



As each has received a gift, use it to serve one another, as good stewards of God's varied grace

1 Peter 4:10

Work together, learn together, grow together...

Flexi-Schooling Policy

All policies at Tacolneston & Morley CE Primary Academies Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

Agreed: Spring 2023

Head Teacher:

Governor:

Review: Spring 2024

Contents:

Statement of intent

1. Legal framework
2. **[New]** Roles and responsibilities
3. Definitions
4. The role of the school
5. Arranging flexi-schooling
6. **[New]** Termination of a flexi-schooling agreement
7. **[New]** Monitoring and review

Appendices

Appendix 1 – Flexi-schooling Additional Information Form

Appendix 2 – Flexi-schooling Agreement

Appendix 3 – Flexi-schooling Attendance Agreement

Statement of intent

Tacolneston & Morley CE Primary Academies Federation understands that, under some circumstances, parents may wish for their child to receive some of their education in school, and some of their education at home.

While there is no automatic right for a pupil to receive flexi-schooling, the school aims to work with parents where this may be necessary, in order to reach an arrangement that is mindful of the pupil's best interests, and allows the pupil to receive part of their education within the school, and the other part of their education at home.

When a pupil is flexi-schooled, there is always a risk that the child may not receive the broad and balanced education that they should and are entitled to receive. The school adheres to the measures outlined within this policy, and expects parents of flexi-schooled pupils to do so as well, in order to ensure that every pupil, whether flexi-schooled or not, receives a broad and balanced education.

Signed by:

| | | | |
|-------|--------------------|-------|-------|
| _____ | Headteacher | Date: | _____ |
| _____ | Chair of governors | Date: | _____ |

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- The Education Act 1996
- DfE (2007) 'Elective home education'
- DfE (2018) 'School attendance'

1.2. This policy operates in conjunction with the following school and trust policies:

- SEND Policy
- Flexi-schooling Agreement
- Attendance Agreement
- Attendance Policy
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

2.1. The Local Governing Committee is responsible for:

- Putting arrangements in place for when the provider of the alternative activity as part of flexi-schooling notifies the school of any absences of individual pupils.
- Ensuring the school has robust procedures in place for monitoring pupil attendance, attainment and progress.
- Working with the headteacher to establish efficient flexi-schooling procedures, ensuring agreements are approved before flexi-schooling begins.
- Approving this policy on an annual basis, ensuring that it remains adequate and appropriate for the needs of the school.

2.2. The headteacher is responsible for:

- Working with the Local Governing Committee to establish efficient flexi-schooling procedures, ensuring agreements have been approved before flexi-schooling begins.
- Granting requests for flexi-schooling where they are satisfied the parents are committed to providing adequate support for their child while they are being educated off-site.
- Signing the relevant contracts before flexi-schooling begins.
- Ensuring the pupil's progress, attendance, behaviour and the effectiveness of any intervention programmes are monitored.

- Ensuring parents receive termly updates on their child's attendance and progress, e.g. through progress reports.
- Collating evidence from parents to inform pupil assessments.
- Providing parents with copies of weekly planning to ensure they can plan flexi-day activities for pupils.
- Withdrawing the Flexi-schooling Agreement if it is felt that any of the required conditions are not being met at home.
- Reviewing this policy on an annual basis, ensuring it remains adequate and appropriate for the needs of the school.

2.3. Parents are responsible for:

- Keeping clear records or diaries of the activities and learning experiences that happen on flexi-schooling days.
- Providing copies of records or diaries, pupil's work, evidence and activities to the headteacher and bringing these to termly parents' meetings.
- Attending termly group meetings with other parents and school staff regarding flexi-schooling to share good practice.

3. Definitions

3.1. Flexi-schooling is providing a full-time education by means of a mixture of provision. This can be done in a number of ways, including:

- **Informal flexi-schooling:** Legally, the pupil is home educated and "dips into" other provision.
- **Formal flexi-schooling:** The overall responsibility for the education is that of the school; therefore, the off-site education and the person(s) providing it must be approved by the school. Full-time education is provided through a blend of home education and part-time school attendance (Attendance code C – authorised absence). When home education is being carried out, parents are fully responsible for the learning and safeguarding of the child.

4. The role of the school

4.1. For flexi-schooling to work well, it is important that the school and parents work together. To this end, the school is committed to the following principles:

- Attendance levels of pupils will be monitored, and should attendance fall below 97 percent, the flexi-schooling agreement will be reviewed.
- Attainment and progress of pupils will be tracked, and if the headteacher has concerns about progress or attainment in any area of learning, the flexi-schooling agreement will be reviewed.

- The school will use any evidence parents collate at home to inform their assessments of pupils – attainment and progress evidence will be shared between parents and the school.
- The school will provide parents with copies of weekly planning to ensure parents can plan flexi-day activities to support their child's learning.

5. Arranging flexi-schooling

- 5.1. If a parent wishes to flexi-school, it needs to be approved by the headteacher. This will only be given if the headteacher is satisfied that the parent(s) are committed to providing adequate support for their child while they are being educated off-site – this is the case whether or not their child has SEND.
- 5.2. If the school agrees to a flexi-schooling arrangement, a Flexi-schooling Agreement will be prepared. The contract will contain information on the following:
 - Which areas of education each party will provide
 - The responsible person for overseeing the non-school part of the education
 - What flexibility there will be regarding special events at school which fall outside the pupil's usual attendance, e.g. school trips, assemblies
 - What flexibility there will be regarding special events at home which fall inside the pupil's usual attendance, e.g. museum trips
 - What arrangements will be made for pupil assessment
 - Any SEND and associated provision
 - To what extent the national curriculum will be followed
 - Anything else the parent(s) and school agree to include
- 5.3. There will also be an attendance agreement stating which school sessions/lessons the pupil will attend. Flexi-schooling will not begin until these documents have been signed by the parents and the school.
- 5.4. Both parties will sign an agreement stating that they understand who is responsible for the pupil's welfare at which times. Clearly, the school is responsible for the pupil's welfare while they are at school, and the parents are responsible at all other times.
- 5.5. The school will monitor progress, attendance, behaviour and the effectiveness of any intervention programmes, in line with the existing procedures for full-time equivalent pupils.
- 5.6. The school has arrangements in place whereby the provider of the alternative activity (the child's parent(s)) notifies the school of any absences by individual pupils.
- 5.7. The school records the pupil's absence using the relevant absence codes.

- 5.8. It is acceptable in law to assume that a child is safe with their own parents, unless there is evidence to the contrary. In other words, risk and safety assessments of the home are not required even if they would be required of another setting if the non-school provision was in another setting.
- 5.9. If there is evidence that a child is not safe at home, or a concern is raised either by a member of staff or the child themselves, the DSL will be informed immediately, and the processes outlined in the school's Child Protection and Safeguarding Policy will be adhered to.
- 5.10. The school will update parents on their child's attendance and progress at school at least termly through:
- Progress reports.
 - Formal parent and school meetings.
 - Informal communications.
- 5.11. The school will expect the parents to act on advice provided and work in partnership with the school to ensure that pupils make appropriate academic progress.
- 5.12. The school retains the right to withdraw a Flexi-schooling Agreement at any time. For example; if the school feels that any of the required conditions that underpin the agreement are not being met at home.

6. Termination of a flexi-schooling agreement

- 6.1. Where the school believes that any of the required conditions that underpin the agreement are not being met, e.g. the pupil is not making the expected progress, the school will withdraw the flexi-schooling agreement.
- 6.2. Two week's notice will be given to parents following a decision to terminate the agreement.
- 6.3. If parents do not agree with the school's decision, they will be asked to attend a meeting with the headteacher to discuss the reasons behind the decision.
- 6.4. If they still disagree following the meeting, parents will be offered the opportunity to make a complaint regarding the school's decision. All complaints will be handled in accordance with the school's Complaints Policy.

7. Monitoring and review

- 7.1. This policy is reviewed on an annual basis by the Local Governing Committee and the headteacher.

Flexi-schooling Additional Information Form

This form should be filled in alongside the school enrolment form (if applicable).

Pupil's name: _____

Name of parents(s): _____

| | |
|---|---------------------------|
| Has the School Enrolment Form been completed? | Yes / No / Not applicable |
| What attracted you to flexi-schooling? | |
| What are your expectations of the school-based part of the education? | |
| What are your expectations of the home-based part of the education? | |
| Do you intent to follow the national curriculum at home? | |
| Additional needs (if applicable) | |
| Educational assessment/review acceptable | Yes / No |
| Will the pupil complete a record of achievement? | Yes / No |
| Please tell us anything else you feel we may find useful about yourself or your child. | |

Flexi-schooling Agreement

Agreement for Provision of Education Part 1 – School

Pupil's name: _____

Name of parent(s): _____

Name of school is responsible for the education of the above-named pupil on the days and times set out in the attached **Attendance Agreement** and timetable.

The educational provision will be suitable to **name of pupil**'s age, aptitude and ability, as set out in section 7 of the Education Act 1996.

Whilst the pupil is on school premises, or the school is acting in loco parentis, the school will maintain primary responsibility for the pupil's safety and welfare.

The school and **name of parent(s)** will meet every **half-term** for a review meeting to discuss the pupil's progress and review the attendance agreement.

The school can withdraw from this agreement at any time by giving reasonable notice in writing.

Headteacher signature:

Date:

Contract for Provision of Education Part 2 – Home

Pupil's name:

Name of parent(s):

I/we are responsible for the education of the above-named pupil on the days and times set out in the attached **Attendance Agreement** and timetable.

The educational provision will be suitable to the pupil's age, aptitude and ability as set out in section 7 of the Education Act 1996.

During school hours timetabled for home-based education, I/we will maintain primary responsibility for the pupil's safety and welfare.

I/we understand I/we can withdraw from this agreement at any time by giving reasonable notice in writing.

Parent(s) signature:

Date:

Flexi-schooling Attendance Agreement

Pupil's name: _____

Name of parent(s): _____

Agreed periods of attendance

| Day | Morning | Afternoon |
|-----------|---------|-----------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

Headteacher signature: _____ Date: _____

Parent(s) signature: _____ Date: _____