

Electively Home Educated Provision Policy			
Current Status:	Operational	Last Review:	September 2024
Policy Owner:	Group Assistant Principle	Next Review:	September 2027
Roles Responsible for Review:	Executive Board	Originated:	September 2023
Approved by:	SET Curriculum	Committee:	Educational Excellence Committee
Type of Policy:	Staff / Students	Quality Assured by:	

1. General/Summary

- 1.1. This policy applies to all staff, volunteers and any other personnel associated with West Suffolk College including all its PPL centres.
- 1.2. West Suffolk College is committed to inform staff and students of the 14-16 Elective Home Education policy for the College. The policy applies to college students and potential students at compulsory school age.

2. Provision Purpose

- 2.1. The College has established an effective Elective Home Education provision. The offer is for part-time provision (i.e., fewer than 450 hours per academic year). Students enter this provision via the normal college application route.
- 2.2. For many young people engaging with Elective Home Education provision, the programme is an addition to their current Home Education but also as an alternative to some aspects of their previous education which has been deemed as 'not currently working'.
- 2.3. Elective Home Education provision invites applications of children of compulsory school age who are no younger than 14 and no older than 15 on the 31st of August of the previous academic year.
- 2.4. The College is committed to:
 - Working collaboratively with the parents and other agencies as required
 - Developing partnerships with agencies which deal with young people of compulsory school age
 - Developing a varied provision suitable for this cohort within Government objectives.

3. Scope

- 3.1 This policy applies specifically to young people of compulsory school age (14-16) engaging with the Elective Home Education provision and does not fully cover the procedures and policies for the provision offered for Electively Home Educated (EHE) students.

4. Intent

- 4.1 The intent of this policy is to ensure that:

- there is a known application system for the Elective Home Education provision which the College can use.
- the College environment is appropriate for students at compulsory school age engaged in part time study (i.e., fewer than 450 hours)
- College systems assist and support members of staff who deal with these cohorts.
- all students on the Elective Home Education programme will have an individual plan consisting of initial assessment, timetable, progress, achievement, and destination records.

5. Access

- 5.1 The College is unable to accept an application for the Elective Home Education programme where the child is still on roll at another educational institution. The child must be off roll for at least 3 months to ensure the process has been completed by all those required.
- 5.2 All applications must be processed via the Admissions Department and appropriate Admission policies adhered to including the Special Admissions Board.

6. Funding

- A young person's place on the Elective Home Education programme is funded via ESFA funding for part-time students.
- Due to young people being 'electively' home educated, there is no additional funding available for transport, learning support, school meals etc.

7. Application Procedures

- 7.1 Initial enquiries will be dealt with by the Elective Home Education team. Although young people and parents/carers are expected to make enquiries regarding suitability of the offer, Elective Home Education programme applications are to be made via the normal college route.
- 7.2 The College may accept an application within 4 weeks of the start of term, if there is space on the programme but parent/carers must be aware of the extent that content missed and support the young person with catching up.

- 7.3 The College will consider the young person's suitability for the Elective Home Education 14-16 programme by collaboration with parents, the college welfare and learning support departments and previous schools. There will be no discrimination on the grounds of protected characteristics (e.g., race, religion, gender, disability, etc.).
- 7.4 On completion of an application form, if appropriate a Welfare Assessment and any initial induction paperwork, all parties will be given a start date and timetable for the student for the Elective Home Educated programme.
- 7.5 Those young people that have been permanently excluded from an educational setting will not be offered a place on the Elective Home Education programme.

8. Programme

- 8.1 The College will provide where possible an appropriate programme to meet the vocational aspirations of young students leading wherever possible to either qualifications or skills development that will enable further educational progression.
- 8.2 The College will work with parents/carers and young people to provide a bespoke programme for all young people (where possible) on the Elective Home Education programme.
- 8.3 Where progression opportunities exist within current provision the College will ensure that Elective Home Educated students are aware of them through events such as progression events, open days, taster sessions and interviews by IAG staff both at West Suffolk College.
- 8.4 Where it is established that a student requires significant additional support to help them engage with their Elective Home Education programme the College reserves the right to decline the application on this basis.

9. Legal Responsibility

- 9.1 Although the College has a duty of care for the safety of young people when they are on college premises, overall duty of care remains with the parent/carer that has legal responsibility for their education.

10. Relevant Policies and Procedures

- 10.1 Young people attending College will be subject to the same policies and procedures as other students subject to responsibilities mentioned in point 7.
- 10.2 The College's Disciplinary Procedures have been adapted to cover the under 16 cohort.

- 10.3 The 14-16 cohort will be entitled to make use of the College's support services in liaison with the school. All 14-16 students where appropriate will receive a Welfare assessment as well as an assessment of their educational needs.
- 10.4 An integrated support service within the curriculum framework will be provided for the 14-16 cohort.
- 10.5 Parental consent will be sought for the individual student's programme choices, medical needs, and photographs (01.21.01 GDPR Policy). Information concerning medical history and emergency contact details will be requested at this time.
- 10.6 The College undertakes to liaise with the parents/carers regarding the student's attendance, behaviour, and progress. Where appropriate daily contact with parents/carers will be made.
- 10.7 Two formal progress reports per year will be completed via ProMonitor and forwarded to parents/carers.
- 10.8 A risk assessment will be carried out specifically for Elective Home Education 14-16 students. This will be in addition to other risk assessments carried out in the College.

11. Staff

- 11.1 Staff development for those staff who will be working with the 14-16 cohort will be ongoing. Recommendations for professional development will be made to senior staff as necessary or through the College's appraisal system. Focus on behaviour management and soft skills development is key.
- 11.2 A Disclosure and Barring Service Certificate is required for all College staff in regulated posts, specifically including those with regular or close contact with children of compulsory school age - Disclosure and Barring Policy (07.29.01).
- 11.3 All members of college staff are subject to College Safeguarding Policy and Procedure - (01.07.01) and consequently are given access to whole regular College Safeguarding training.

12. Context

- 12.1 This policy is set within the context of other College policies and procedures and interpretation of Government policies.

Revision History – Policy name

Revision date	Reason for revision	Section number	Changes made
Sept 23	Policy Creation		

Sept 2024	Policy review	Structure of policy	Re-standardised to EEG policy format for group compliance.