



# **Loughton School**

## **Home Education Policy**

## **1. Introduction**

Parents have a duty to ensure that their children receive a suitable full-time education either by regular attendance at school or otherwise (under Section 7 of the Education Act 1996). Some parents decide, to provide suitable education by educating their children at home.

## **2. When a child is withdrawn**

When a parent withdraws their child from Loughton School to do this, and the child is of compulsory school age, the name of the child can only be deleted from the admissions register of the school where the parents inform the school in writing as provided by section 8 (1)(d) of the Education (Pupil Registration) Regulations 2006: 'That he/she has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school'.

Loughton School has a duty to inform the Local Authority as soon as the ground for deletion is met,

Loughton School will notify the Local Authority and provide the following information:

- Full name of the pupil,
- The address of any parent with whom the pupil normally resides
- Ground upon which their name is to be deleted from 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'.
- Government guidance indicates that two days is a reasonable period for a notification letter from the school to arrive at the Local Authority and then for deletion to take place.

In the interim the register must be marked, 'authorised absence' once notification of de-registration has been received from the parents. A form is attached to this document for use by schools. The Local Authority recommends that the school retains the student file unless requested otherwise.

## **3. Safeguarding Concerns**

If Loughton School have any safeguarding concerns regarding the child, these must be highlighted at the earliest opportunity to MASH and the Children Missing Education Team and detail provided so that an appropriate investigation can take place.

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-schools/children-missing-education>

## **4. Registering Home Education**

The Local Authority maintains a record of children known to be home educated. The senior officer responsible for home education policy and procedures is:

For further advice and to forward home education referrals, please contact:

The Children Missing Education Team [homeed@milton-keynes.gov.uk](mailto:homeed@milton-keynes.gov.uk) Telephone: 01908 253338