

Elective Home Education School referral form

Although most local authorities encourage parents who withdraw a child from school for home education to notify the school and/or the authority, (and DfE guidance to parents also encourages this) there is no legal obligation on parents to provide such notification, either in writing or otherwise, or indeed to provide any reason for withdrawal. The only exception to this is that a child may not be removed from the roll of a special school without the consent of the local authority if enrolled there under arrangements made by the local authority

However, it should be noted that until a child is removed from the school roll (which can only be when one of the trigger points specified in the Education (Pupil Registration) (England) Regulations 2006 as amended is reached), the parent is at risk of prosecution for not securing attendance at the school even if suitable home education is being provided. This means that it is in a parent's interests to notify the school in writing of withdrawal for home education

Hillingdon Local Authority has created the following procedure to acknowledge the recent recommendations made by the Children's Commissioners report 'Skipping School: Invisible Children and Ofsted's research 'Moving to home education in secondary schools' stated:

Action -

All schools are expected to email the borough's Elective Home Education Officer, with the following information once the online form has been submitted;

- Parent's letter, or email, informing the school of their decision to home educate (if provided).
- An up to date attendance record for the child.
- List of attainment levels

All mandatory fields* need to be completed before submitting this form to the Local Authority.

If you have any problems completing the form, please contact the Elective Home Education Team at ehe@hillingdon.gov.uk

School Details

(Can not be the school office)

1. School Name *

- Barnhill Community High School
- Belmore Primary Academy
- Bishop Ramsey Church of England School
- Bishop Winnington-Ingram CofE Primary School
- Bishopshalt School
- Botwell House Catholic Primary School
- Bourne Primary School
- Brookside Primary School
- Charville Academy
- Cherry Lane Primary School
- Colham Manor Primary School
- Coteford Infant School
- Coteford Junior School
- Cowley St Laurence CofE Primary School
- Cranford Park Academy
- De Salis Studio College
- Deanesfield Primary School
- Dr Triplett's CofE Primary School
- Field End Infant School
- Field End Junior School
- Frithwood Primary School
- Glebe Primary School
- Grange Park Infant and Nursery School
- Grange Park Junior School
- Grangewood School

- Guru Nanak Sikh Academy
- Harefield Infant School
- Harefield Junior School
- Harlington Community School
- Harlyn Primary School
- Harmondsworth Primary School
- Haydon School
- Hayes Park School
- Heathrow Primary School
- Hedgewood School
- Hermitage Primary School
- Hewens College
- Hewens Primary School
- Highfield Primary School
- Hillingdon Primary School
- Hillside Infant School
- Hillside Junior School
- Holy Trinity CofE Primary School
- John Locke Academy
- Lady Bankes Primary School
- Lake Farm Park Academy
- Laurel Lane Primary School
- Meadow High School
- Minet Junior School
- Minet Nursery and Infant School
- Moorcroft School

- Nanaksar Primary School
- Newnham Infant and Nursery School
- Newnham Junior School
- Northwood School
- Oak Farm Primary School
- Oak Wood School
- Park Academy West London
- Parkside Studio College
- Pentland Field School
- Pield Heath House RC School
- Pinkwell Primary School
- Queensmead School
- Rabbsfarm Primary School
- RNIB Sunshine House School
- Rosedale College
- Rosedale Primary School
- Ruislip Gardens Primary School
- Ruislip High School
- Ryefield Primary School
- Sacred Heart Catholic Primary School
- St Andrew's CofE Primary School
- St Bernadette Catholic Primary School
- St Catherine Catholic Primary School
- St Martin's Church of England Primary School
- St Mary's Catholic Primary School
- St Matthew's CofE Primary School

- St Swithun Wells Catholic Primary School
- Swakeleys School for Girls
- The Breakspear School
- The Douay Martyrs Catholic School
- The Global Academy
- The Harefield Academy
- The Pride Academy
- The Skills Hub
- The Willows School Academy Trust
- UTC Heathrow
- Uxbridge High School
- Vyners School
- Warrender Primary School
- West Drayton Academy
- Whitehall Infant School
- Whitehall Junior School
- Whiteheath Infant and Nursery School
- Whiteheath Junior School
- William Byrd Primary Academy
- Wood End Park Academy
- Yeading Infant and Nursery School
- Yeading Junior School

2. Contact Name at School *

3. Job title *

4. Telephone number *

5. Email address *

Pupils Details

6. First Name *

7. Surname *

8. Date of Birth *

Please input date (dd/MM/yyyy)



9. Gender *

- Female
- Male
- Non-binary
- Trans Male
- Trans Female
- Other
- Not recorded / given

10. Ethnicity *

- Any other Asian background
- Any other Black background
- Any other ethnic group
- Any other Mixed background
- Any other White background
- Bangladeshi
- Black African
- Black Caribbean
- Chinese
- Gypsy/Roma
- Indian
- Information not yet obtained
- Pakistani
- Refused
- Traveller of Irish Heritage
- White and Asian
- White and Black African
- White and Black Caribbean
- White British
- White Irish

11. Year Group *

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

12. UPN *

If not known, please say why

13. Address including postcode *

14. What date was the child admitted to school? *

Please input date (dd/MM/yyyy)



15. What date did parents inform you of their decision to EHE? *

Please input date (dd/MM/yyyy)



16. Parent/guardians name *

17. Home Telephone

18. Mobile Telephone *

19. Parent / Guardian's email address *

20. Others with Parental Responsibility

Please include names and contact details where possible

Vulnerability Factors

21. Any additional vulnerability factors: *

Please tick the any of the applicable below

	Yes	No
Disadvantaged or eligible for pupil premium	<input type="radio"/>	<input type="radio"/>
Refugee or Asylum Seeker	<input type="radio"/>	<input type="radio"/>
Previous exclusions (permanent or fixed)	<input type="radio"/>	<input type="radio"/>
Mental health or Wellbeing concerns	<input type="radio"/>	<input type="radio"/>
Previously Looked After Children	<input type="radio"/>	<input type="radio"/>
English as an additional language	<input type="radio"/>	<input type="radio"/>
Ever6	<input type="radio"/>	<input type="radio"/>

22. Please indicate any other agency involvement: *

Please tick all that apply

	Current	Historical	N/A
Adolescent Services (I.E Substance Misuse SORTED, Boys and Men's Programme, Link Counselling, KISS etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Axis (exploitation and serious youth violence)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth Justice Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other - Please state below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. Have you any reason to suspect this child has any risk posed to their safety *

 Yes No

24. Please provide full details of what action you have taken to address this *

e.g referral to social care / police and if required include agencies who will be contacted immediately alongside the referral?

Special Educational Needs

25. What SEN stage is this child at? *

- No SEN Needs
- SEN support
- Undergoing EHC Needs Assessment
- EHCP

26. What is the child's primary category of Special Educational Need

- ASD
- ADHD
- Hearing Impairment
- Moderate Learning Difficulty
- Multi Sensory Impairment
- Physical Disability
- Profound and Multiple Learning Difficulty
- Severe Learning Difficulties
- Social Emotional and Mental Health
- Specific Learning Difficulty
- Speech, Language and Communication Needs
- Visual Impairment

27. If the child has an EHCP has a review been held to amend a change of placement in Section I to EHE? *

If not please discuss with your school SENCO and SEN Caseworker before completing this referral.

Yes

No

Social care involvement

28. Please indicate any social care involvement *

Please tick all that apply

	Open	Closed
Child Protection Plan	<input type="radio"/>	<input type="radio"/>
Child In Need	<input type="radio"/>	<input type="radio"/>
Open Referral to Stronger Families	<input type="radio"/>	<input type="radio"/>

Declaration

29. Please state the reason(s) provided by parent(s) for their decision to EHE: *

- Physical Health
- Mental Health
- Health concerns - relating to COVID-19
- Risk of school exclusion
- Philosophical or preferential reasons
- Dissatisfaction with the school - general
- Dissatisfaction with the school - SEND
- Dissatisfaction with the school - Bullying
- Parent/Carer did not give reason
- Religious reasons
-

30. Please confirm you have attempted to discuss the responsibilities surrounding home education with the parents *

- Yes
- No

31. If appropriate please state the prior action taken by the school to address any concerns regarding the child's ability to remain in school (include details of contact with parents)

32. Please confirm the school DSL and/or SENCO has been made aware of this EHE referral: *

Yes

No

OFF -Rolling

Under the Pupil Registration Regulations (2006), the school is required to deregister the child or young person upon receipt of the parent letter and inform the child or young person's home Local Authority (LA). In order to promote the recommendations stated by Ofsted the Local Authority feel it would be good practice for schools to temporarily keep a pupil on roll for 5 school days following referral to the Elective Home Education Officer. This will allow time for the officer to process the request and attempt to engage the family further to seek a resolution (if necessary) before removal from roll. The removal should only be done following confirmation from the Local Authority. This confirmation will be made in writing with the school (via email).

During the 5 school days schools can record the pupil as an authorised absence under Code C. After this time, if it is agreed that the pupil will become de-registered. Then schools will be able to back date the attendance to the date specified by parents.

Please click on the **Submit button** to complete this referral and send the following information below to ehed@hillington.gov.uk:

- Parent's letter, or email, informing the school of their decision to home educate (if provided).
- An up to date attendance record for the child.
- List of attainment level

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