Further to your Information request FOI64952 please find your questions and our responses below:

I would be grateful if you could send me a copy of the paperwork which is sent to families opting to home educate their children i.e. where children are removed from school for elective home education.

Please supply the standard introductory letter(s) from the council, plus any booklets or questionnaires.

In summary, I am requesting the following:

1) Any and all letters sent to new home educators, including follow up letters in standard form.

2) Any information booklets/handbooks that you send to new home educators.

3) Any questionnaires that you send to new home educators (and follow up questionnaires)

Response: Please see attached.

This concludes your request FOI64952.

If you require translation of the information you have been sent please do not hesitate the contact us.

If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager  
Royal Borough of Windsor & Maidenhead  
Town Hall, St Ives Road  
Maidenhead  
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.
ELECTIVE HOME EDUCATION
USEFUL CONTACTS

The Children's Legal Centre
University of Essex
Wivenhoe Park
Colchester
Essex
CO34 3SQ

Tel: 01206 873820
Fax: 01206 874026
Email: CLC@essex.ac.uk
Web: www.childrenslegalcentre.com

The Children's Legal Centre is an independent national body, which monitors and advises on law and policies which effect children and young people in England and Wales. They offer free and confidential advice about any legal issue relating to children and young people.

Advisory Centre for Education (ACE)
1c Aberdeen Studios
22 Highbury Grove
London
N5 2DQ

Tel: 0808 800 5793
Web: www.aced.org.uk

ACE offers advice and information on all aspects of the maintained education service.

Education Otherwise
P O Box 325
Kings Lynn
PE34 3XW

Tel: 0845 478 6345
Web: www.education-otherwise.org.uk

Education Otherwise is an organisation providing information (including legal), resources and support for families educating their children in ways other than at school. Offering advice, newsletters, lists of local home educators and their interests.

Home Education Advisory Service
P O Box 98
Welwyn Garden City
Herts
AL8 6AN

Tel: 01707 371854
Fax: 01707 338467
Email: enquiries@heas.org.uk
Web: www.heas.org.uk

Contact for a comprehensive list of addresses and resources for Home Education.

Qualifications & Curriculum Authority (QCA)
83 Piccadilly
London
W1J 8QA

Tel: 0207 509 5555
Fax: 0207 509 6666
Email: info@qca.org.uk
Web: www.qca.org.uk

QCA provide information on curriculum, assessment, testing and examinations.
Royal Borough of Windsor & Maidenhead

Joy Bruynseels,                      Tel:  01628 683542
Education Welfare Service Manager   Email: joy.bruynseels@rbwm.gov.uk
Town Hall                             
St Ives Road                         
Maidenhead                           
SL6 1RF

There are also various websites that can be accessed via the DCSF (www.dcsf.gov.uk), for example ParentsCentre which will provide you with other relevant information (www.parentscentre.gov.uk).
INTRODUCTION

In most cases parents are happy with their children's education being provided by a school. Schools work to a common curriculum framework and are generally very successful in supporting the academic progress and personal development of children. Effective schools develop a good partnership with parents. Occasionally, parents prefer to arrange their child's education 'otherwise' that in a school, usually providing their lessons at home. Parents who educate their children at home may do so for a number of reasons, possibly based on firm convictions about education. These guidelines have been produced for those parents, resident in the Royal Borough of Windsor & Maidenhead, who chooses to educate their children otherwise than by attending school.

What the law says:

The law requires parents to ensure that their children attend school or receive education 'otherwise' than at school. In all cases of children being educated at home, the Local Authority (LA) has a duty to ensure that parents are providing an efficient full time education for their child, that is suitable to his or her age, ability and aptitude and also any special educational needs that he or she may have. This does not mean that it must be the same as in school, but children must be able to make good academic progress and develop emotionally and socially.

Elective home education for a child with a formal statement of SEN:

It is possible for a child with a formal statement of SEN under section 234 of the Education Act 1996 to be educated other than at school. The provision to be made and considered appropriate by the LA should be written in section 4 by the LA. The authority must ensure that parents can make suitable provision, including provision for the child's special educational needs.

When a child with a statement is educated other than at school, the general timetable and arrangements for the annual review of the statement will remain the same as for children in schools. However, the LA will convene the review meeting, and invite the child's parents. The range of professionals involved may be wider and, in some respects, differ from those involved in a school based review.

How to arrange your child's education at home:

If your child is already enrolled at a school the first thing you will need to do is write to the governing body formally requesting that his/her name be removed from the school roll. One reason for this is that if your child is not attending school but is still on the school roll, you would be liable for his/her non-attendance, which could result in court action being taken against you. It is also important for schools to have an accurate number of pupils on roll.
If you have not already done so, the next step is to contact the Local Authority by writing to:

The Education Welfare Service Manager  
Education Welfare Service  
York House  
Sheet Street  
Windsor  
SL4 1DD.

You must state that it is your intention to educate your child "otherwise than by attendance at school" and you should send the completed Proposal Form, which you will find, enclosed. We will need you to complete the form by providing as much information as possible.

A Home Education Adviser will be asked to look at the information you provide and, when your programme of education at home has been under way for a while, the Adviser will arrange to talk with you and your child to assess the education your child is receiving. Following this discussion a short report will be sent to you and a copy retained for our files.

There are no compulsory subjects for parents who educate their children at home because the National Curriculum does not apply to them. However, we are sure that you would not wish to see your child disadvantaged because he or she has not benefited from a broad education similar to that received by other school children. Compulsory subjects for all pupils attending schools are:

- English  
- Mathematics  
- Science  
- Technology  
- History  
- Geography  
- Art  
- Music  
- Physical Education  
- A modern foreign language (from the age of 11 years)  
- Religious Education (unless you exercise your right to withdraw from this subject)

You can make arrangements to enter your child for public examinations by contacting the relevant examinations board.

What happens if the Local Authority is not satisfied with the education being provided?

If the Local Authority is concerned about any aspect of the education you make available to your child a number of actions will follow automatically. First of all, those concerns will be made known to you and identified in the report. You will be allowed a reasonable period of time to improve the situation. If the LA is not satisfied, you will be asked to arrange for your child to attend full-time at a school. If you do not then enrol your child at a school, the LA will consider issuing a school attendance order. Action of this kind could result in a court appearance and even a fine.
Conclusion:

As a Local Authority we would generally prefer that you send your child to school as we believe this is where children are best educated. We are always willing to discuss the reasons behind your decision, with a view to helping you as much as we can. We do, however, respect your wishes and we know that some parents can do a very good job of educating their child at home.

We wish you and your child every success for the future.
Dear

RE:  
DOB:

I am writing with reference to your letter dated ********* informing us that you intend to educate your son/daughter, *********, at home.

We still have not received back from you the completed Parental Proposal Form which was initially sent to you on *********.

I have enclosed another Parental Proposal Form for your immediate attention and I look forward to receiving it.

I hope your arrangements are going well. As soon as we have the completed forms we will arrange for a Home Education Adviser to visit you.

Yours sincerely

Joy Bruynseels  
Education Welfare Service Manager

Encs: Parent Proposal Form  
Information for Parents  
List of Organisations
Date

Address

Dear

RE: 
DOB:

I have not received your completed Parental Proposal Form, which was sent to you on ********.

If there are any difficulties in completing the form and you would like to discuss it, please do not hesitate to contact me.

I need to receive your completed form by ******** (2 weeks from despatch of letter), failing which we shall have no alternative but to pass this matter on to the Borough’s Legal Services.

Yours sincerely

Joy Bruynseels
Education Welfare Service Manager
Date

Address

Dear

I am writing with reference to your letter <DATE> informing us that you are considering taking responsibility for the education of your child/ren.

You should be aware that there is no financial assistance to enable you to do this. You may choose to teach your child/ren yourself, use a correspondence course, a private tutor, a college or a combination of these. Should you decide to proceed please complete and return the enclosed Parental Proposal Form. A Home Education Adviser will contact you in due course to arrange to visit at a mutually convenient time.

I enclose an information sheet for parents who intend to educate their child/ren at home and a proposal form for you to complete and return. I also enclose a list of organisations, which you may find useful.

Yours sincerely

Joy Bruynseels
Education Welfare Service Manager

Encs: Parent Proposal Form
      Information for Parents
      List of Organisations
1. Name of child: ______________________________________________________

Date of birth: ______________________________________________________

Name of Parent(s)/Prime Carer(s) proposing to educate at home:

(i) ________________________________________________________________

(ii) ________________________________________________________________

Home address: ______________________________________________________

_________________________________________________________________

Tel No: ___________________________________________________________

Address where child is to be educated (if different):

_________________________________________________________________

_________________________________________________________________

Tel No: ___________________________________________________________

School(s) attended (if any) – with dates:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
If there are any other children in the family who are under the age of 19 please provide the following details:

<table>
<thead>
<tr>
<th>Name of child</th>
<th>Date of birth</th>
<th>Where being educated</th>
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<tbody>
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Reason for education at home:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

2. Observations on the child's special educational needs (if appropriate), including any statement of education needs and details of any statements.

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________
Items 3 to 12 would provide useful background information however, these items are optional.

3. Curriculum proposed during the next 12 months e.g:

<table>
<thead>
<tr>
<th>Subject/Area</th>
<th>Content</th>
<th>Resource</th>
<th>Parent/Tutor</th>
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</thead>
<tbody>
<tr>
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Please attach any relevant information or copies of example coursework.
4. How will the work be recorded?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. Patterns of work – timetable/diary

<table>
<thead>
<tr>
<th>Day of week</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
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<tbody>
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<td>Monday</td>
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<td>Sunday</td>
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Proposed holiday pattern:
6. Accommodation

Please describe the environment in which your child will learn and work. You should also indicate those facilities available to provide practical experiences and learning opportunities, particularly in relation to science and technology, art, craft, and design, home economics, music, physical education etc.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. Visits – arrangements made to give child experience of and interest in the local/wider environment.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

8. Social contacts/physical activity. Arrangements to be made for play, games, clubs, societies or groups.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
9. Agency contact (Supporters?) – either statutory or voluntary (e.g. Education Welfare, Elective Home Education, external tuition providers).


10. Names, qualification and professional status of those to be involved in the child’s education. (N.B. parents/guardians should satisfy themselves as to the competence of such people.

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
<th>Status</th>
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11. What arrangements will be made for external examination (if appropriate)?


12. Any other comments?


Signed: ............................................. Date: ......................................

Please return completed form to: Elective Home Education, Education Welfare Service, Town Hall, St Ives Road, Maidenhead Windsor, SL6 1RF.