

KETTLESHULME ST JAMES
CE (VA) PRIMARY SCHOOL

FLEXI-SCHOOLING
POLICY

SUMMER 2023

Review Date – Summer 2025

Non-Statutory Policy – Teaching and
Learning Committee

Introduction to Flexi-schooling at Kettlethulme St James Primary School

Whilst not actively promoting flexi-schooling we are happy to consider requests on a case-by-case basis to support individualised learning. Flexi-schooling must not be confused with elective home education. Parent(s) / Guardian(s) have a legal right to choose to home educate their child, but Parent(s) / Guardian(s) do not have a legal right to insist on a flexi-schooling arrangement being agreed by our school. Flexi-schooling is not to be confused with a reduced timetable for medical needs or Part-time schooling which is legally allowed before a child is compulsory school age.

Our flexi-schooling policy does not apply to a child with an EHCP unless it is specified in the plan.

We look to agree flexi-schooling on the basis that the following points are agreed to:

- Attendance is required on a minimum of three full days or equivalent (60%), Flexi-schooling can be allowed for a maximum of two full days or equivalent. Monday morning cannot be a flexi-schooled and it is preferable that flexi-school days are not consecutive. The child's individual flexi-school timetable will be agreed, prior to commencement, by the headteacher.
- Ad hoc changes may also be arranged, this needs to be discussed with the head teacher, giving at least 1 weeks' notice.
- All children are to attend school for informal and formal Assessments. School will provide Parent(s) / Guardian(s) with adequate notice.
- Evidence of offsite learning is to be kept. This could take the form of a home-school book.
- Meetings with Parent(s) / Guardian(s) will be held half termly initially and will move to termly over time. If concerns arise a meeting can be arranged earlier.

Individual arrangements can be discussed in addition to the above points.

Whilst a Parent(s) / Guardian(s) may request that their child is flexi-schooled it is entirely at the sole discretion of our Headteacher, Mrs. Alicia Bellshaw, as to whether the school is prepared to agree to a flexi-schooling arrangement.

There is no right of appeal to Governors or higher authority if the proposal is declined on application or rescinded later.

Each request to Flexi-school will be considered on its own merits and within its individual context.

Moving forwards.

Please complete the following application in full and ensure you have read this policy and the agreements that, if approved, you and the headteacher will sign. Once your application has been received a meeting will be arranged with the headteacher. Any agreement should meet the expectations of both the child, Parent(s) / Guardian(s), and our school.

The school reserves the right to also withdraw from a flexi-schooling arrangement for any reason, though in practice this would be if it is believed not to be meeting the child's needs. Examples include: concerns about enough progress impeding expected attainment; wellbeing; safeguarding or because there are concerns around core curriculum areas being avoided.

Definitions.

Flexi-schooling	An agreement between school and Parent(s) / Guardian(s) to allow a child to be educated in school and at home.
Homeschool days	Days when a child will be educated off site under a Flexi-schooling agreement.
Part-time Schooling	Attending school part time with no requirement to educated offsite when not in school.
Reduced timetable	A temporary reduction in the normal school timetable for medical needs.

Useful links.

<https://www.progressiveeducation.org/approaches/flexi-schooling/>

<https://www.personalisededucationnow.org.uk/flexischooling-info-sheets/>

<https://www.home-education.org.uk/articles/article-flexi-schooling.pdf>

Flexi-Schooling Application: (This document must be completed fully).

Name of Child _____ Child's DoB _____

Name of Parent(s) / Guardian(s) _____

Reason for flexi-schooling education (e.g., Lifestyle, Philosophical, Bullying, Cultural, Religious Belief, Wellbeing).

Parent(s) / Guardian(s) expectations of school

Child's achievements, skills, hobbies, interests, activities, levels of attainment if applicable

Does the child named in this document have a Statement of Educational Needs or EHCP?

In what format would you prefer to share your work from home with school?

Other Information Parent(s) / Guardian(s) wish to share: (Please use a separate sheet if needed)

I / We agree to meet with the headteacher to discuss and hopefully agree a flexi-schooling agreement.

I / We agree to follow to attendance schedule in Part 1 If flexi-schooling is agreed.

I / We agree to follow the details outlined in Parts 1 – 4 If flexi-schooling is agreed.

Signed - (Parent(s) / Guardian(s)): _____

Print Name(s) _____ Dated: _____

Signed - Headteacher / Nominated School Representative (On Receipt): _____

Print Name _____ . Dated: _____

This arrangement can be reviewed should either party express concerns that the flexi-schooling option is not benefiting the development of the child named. All elements of this document are subject to Ofsted / DfE (Department for Education) guidance and Statutory Duty, along with all future UK law.

Flexi- Schooling Agreement Parts 1 – 4

Part 1 - Flexi-Schooling: Attendance

Name of Child: _____ Agreement start date: _____

Agreed Attendance Schedule: _____

_____ (To

be completed by head teacher during discussion)

Attendance on additional days is welcomed - please give at least 24 hours' notice.

Ad hoc changes can also be arranged please contact us to discuss giving us at least 1 weeks' notice.

Where there is a special event such as a visitor in school or a school trip, your child will always be invited to attend as additional sessions if this falls outside of their normal attendance pattern. It is strongly recommended that your child attends such events as additional benefits include greater integration and acceptance with and acceptance by his/her peers and help to ensure that your child is an active participant in school life.

The above-named child's education will be divided between home and school as set out in the attached Agreed Attendance Schedule.

This timetable may be amended by agreement between the Headteacher and Parent(s) / Guardian(s).

Signed - Headteacher / Nominated School Representative: _____

Print Name _____ Dated: _____

Signed - (Parent(s) / Guardian(s)): _____

Print Name(s) _____ Dated: _____

All elements of this document are subject to Ofsted / DfE guidance and Statutory Duty, along with all future UK law.

Part 2 - Flexi-Schooling: Whilst in School - The School's Responsibilities

Our school is part of the current state-maintained system of education. Parent(s) / Guardian(s) need to be aware that whilst we endeavour to be accommodating, we are required to follow the National Curriculum.

Name of Child: _____

Name of Parent(s) / Guardian(s): _____

Kettlethulme St James Primary School is responsible for the education of the above-named child on the sessions set out in the attached 'Agreed Attendance Schedule'.

The educational provision will be suitable to the above named child's age; aptitude and ability as set out in Section 7 of the Educational Act 1996 and will include:

- access to school educational visits and visitors to the school
- assessment (we are required to assess, but we have many ways of doing this that do not distress children – please feel free to discuss this with us)
- access to the National Curriculum whilst in school (and at home if required)

As the above-named Parent(s) / Guardian(s) - I / we accept that whilst the above-named child is in the care of the school that the school is acting in 'loco parentis,' giving the school primary responsibility for their safety and welfare during this time.

Whilst away from school and in the care of the Parent(s) / Guardian(s), or Parent(s) / Guardian(s) nominated carer, the Parent(s) / Guardian(s) is responsible for all matters that relate to Health, Safeguarding and Child Protection.

The school and Parent(s) / Guardian(s) will meet half termly initially and moving to termly over time. If concerns arise a meeting can be arranged earlier to review your child's progress and review the attendance agreement if needed.

Education Health Care Plans (EHCP)

If the school determines that a child registered for flexi-schooling requires an EHCP, this will be brought to the attention of the Parent(s) / Guardian(s) with a view to making the best provision possible. In case of deciding that an EHCP is needed, this flexi-schooling arrangement will be reviewed.

The school can withdraw from this agreement at any time by giving reasonable notice in writing, appropriate to the circumstances but no greater than half a term.

Signed - Headteacher / Nominated School Representative: _____

Print Name _____ Dated: _____

Part 3 - Flexi-Schooling: Out of School arrangements - Parental Responsibilities

This section relates to ALL activities away from School arranged by Parent(s) / Guardian(s), whilst the child named below is in the care of their Parent(s) / Guardian(s), or where additional provision, with a third party beyond the care of school staff has been arranged. This might include - Peripatetic Tutors, Sports Coaching, Swimming lessons, Forest School, all types of High-Risk pursuits or other similar arrangements.

Name of Child: _____

Name of Parent(s) / Guardian(s): _____

As the above-named responsible adult(s) - I / we;

- Are responsible for the education of the above-named child when they are not attending school on the days and times set out in the attached 'Agreed Attendance Schedule'
- Will, if our child is unable to attend on the agreed dates / days / part days, call or e-mail the school to confirm a reason for the absence.
- Will call the school by 09:30 to advise if our child is unwell on a home school day.
- Will ensure our child attends informal and formal assessments as notified by the school.
- Accept that, I / we am / are entirely responsible for the educational provision offered and delivered to our child when they are not in school
- Accept that whilst away from the care and guidance of school staff, I / we will have the primary and sole responsibility for the above-named child's, safety and welfare
- Understand that if the child named in this document is found to need an EHCP, that this flexi-schooling arrangement will need to be reviewed.
- I / we understand that notice to withdraw from this agreement must be given in writing

Signed - (Parent(s) / Guardian(s)): _____

Print Name(s) _____ Dated: _____

Part 4 - Flexi-Schooling: Safeguarding and Child Protection - Core Requirements

Name of Child: _____

Name of Parent(s) / Guardian(s): _____

Safeguarding

As part of the Flexi-Schooling arrangement, it is necessary for our school to satisfy the Safeguarding and Child Protection requirements of Ofsted, DfE and our LA. Therefore Parent(s) / Guardian(s) are required to ensure Health and Safety, and Safeguarding standards when the child is not attending the school. This includes checking if those people working with their child have a DBS check.

If there are safeguarding concerns school staff will follow the Child Protection and Safeguarding Policy. If these concerns mean that it is viewed that a child is likely to be safer to be in school full time, then this agreement will be withdrawn.

Unexplained Absence

We require Parent(s) / Guardian(s) to contact the school to advise of any absence following the attendance and lateness policy.

The following procedures are in place for safeguarding:

- A minimum of 3 contacts to be held by school for each child/family whom we would be able to contact either in case of emergency or non-attendance.
- If we have not been notified of your child's absence from school by 9.30am, on a day your child is expected to attend school, a phone call will be made to the primary contacts.
- If we can't get through a voicemail will be left asking that you contact the school by 10:30am.
- If we have still had no contact by 10:30am the school office will ring the third emergency contact.
- If we are still unable to make contact and have heard nothing by 12:30pm a member of the Senior Leadership Team will visit the family home.
- If there is no answer they will call the police - **this is to make sure that your child is safe.**

If a child is unwell on a homeschool day, we require that the school be notified as they would be on any other school day by 09:30. This would be marked as absent in the normal way.

If absence repeatedly follows days when the child is educated at home, this will be discussed further and could result in withdrawal of this agreement.

If a child's attendance falls below 90% for days in school, it will be monitored in line with the attendance and lateness policy and may result in the withdrawal of this agreement. If a child had 2 homeschool days a week, then they would fall below 90% if they were absent for approximately 11.5 days in a year or 3.5 days in a term.

Signed - (Parent(s) / Guardian(s)): _____

Print Name(s) _____ Dated: _____

Signed - Headteacher / Nominated School Representative: _____

Print Name _____ Dated: _____

Nominated persons who will record and monitor unexplained absence are;

- The Designated person for Safeguarding & Child Protection - Mrs. Alicia Bellshaw (Headteacher)*
- The Designated Governor for Safeguarding & Child Protection - Gill Jaundrell-Thompson*