



EHE - Best Practice Guide for Schools and Services

All children have a right to receive a suitable education, parent(s)/carer(s) have a right to choose to educate their child(ren) at home

General Guidance

The best practice guidance is intended to support and guide schools and services in their conversations and interventions with parent(s)/carer(s) who are considering, or have asked for deregistration for, Elective Home Education (EHE). The decision to home school is significant and the impact on a young person's education journey, wellbeing and outcomes must be considered. It is vital that parent(s)/carer(s) are in possession of correct and complete information when considering this decision. In conversations with OFSTED schools may be asked to evidence the interventions that took place prior to and at the time the decision to EHE was made. School must ensure that the decision to EHE is led by parent(s)/carer(s) and not encouraged or endorsed in any way by the establishment or staff working for it. If there is any suggestion that parent(s)/carer(s) have been encouraged or guided towards a decision to EHE then this will be followed up by the LA in the context of potential off rolling. For all intentions received the LA asks that schools' complete education and safeguarding checks on the day the

parent(s)/carer(s) request that their child is removed from roll in order to be satisfied that EHE is not going to be incompatible with any known concerns regarding the safety, education (School Attendance Order) and wellbeing of the child(ren). Once a child is de-registered from school to become EHE their parent(s)/carer(s) are offered support from an EHE Professional Practitioner, then a yearly request for a demonstration of learning / evidence of suitable education is made.

Advice for Schools

If a family approach school and are considering Electively Home Educating their child(ren), a meeting should be offered to discuss why and plan a route forward. Please be vigilant and undertake safeguarding and agency checks as soon as a parent indicates that they are thinking about home educating. We ask that you prioritise this action on the day that you are notified.

Occasionally, parent(s)/carer(s) remove their child(ren) from school when a meeting would have resolved the issue, or request to remove their child(ren) without full knowledge of the facts relating to EHE. An EHE Professional Practitioner can support you with an intervention meeting or home/school mediation to explain the roles, responsibilities and expectations in relation to EHE if required.

Where parents/Carers disagree on education arrangements for their child(ren)

Parents/carers should work together in the best interests of their child(ren) and seek legal advice if they don't agree on education arrangements, however the parent/carer who has day-to-day care, unless there is a legal document to the contrary, usually makes the education decisions for the child(ren).

Action by EHE Team

De-registration

- NCC advise schools to request confirmation of the request for de-registration in writing to avoid any miscommunication and to be able

to evidence decisions in the event of any future disagreement.

- Upon receiving a request for de-registration from a parent/carer it is advisable to offer an intervention meeting as above and/ or a reflective conversation with parent to ensure that they have fully researched their decision and it is being made in the best interests of the child(ren) involved. There may be specific circumstances detailed below when additional support can be offered.
- If a request is made for a child who is anxious, consider accessing services from the School Nurse, Mental Health, HRET, First Aider/ARNA expert to offer advice and support in school and make reasonable adjustments. Encourage the parent to approach the GP for further advice.
- If a child has reached the threshold for a referral to the Family Service in relation to unauthorised absence, please follow your attendance procedures.

Children with SEND

For children with SEND there should be evidence that the graduated response has been followed by school. Further information about support available for children and young people with SEND is available through Nottinghamshire's Local Offer.

[Nottshelpyourself](#)

- Where a young person has an EHCP, this must be amended to reflect the named provision and you should contact the EHCP Co-ordinator immediately to have the plan reviewed where an EHE intention is received.

Advice for Professionals

- A discussion should be held between professionals and the education provision if there are concerns regarding an EHE intention. The only grounds for refusing to record as EHE is if the child is subject to a child protection plan and it is written into the plan that the child should be attending

education (school or other provision) **OR** if the school is named on a School Attendance Order **OR** if the child has an EHCP and attends a Special School as their needs cannot be met via EHE.

- Families should be made aware that EHE is undertaken autonomously and whilst our team can provide signposting and education support, we do not provide any financial support, tutors or supply any equipment, this is the families responsibility.
- Although we offer support and guidance, families do not have to accept this and a yearly written submission may therefore be the only contact we have.
- Paragraph 180 of KCSIE (Sept 2025) states: 'Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we recommend that local authorities, schools, and other key professionals **work together** to coordinate a meeting with parent(s)/carer(s)/carers where possible. This would be **before** a final decision has been made, to ensure the parent(s)/carer(s)/carers have considered what is in the best interests of each child. **This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable.** Where a child has an Education, Health and Care plan local authorities will need to review the plan, working closely with parent(s)/carer(s) and carers.'

Complete the EHE Online Form

An EHE referral should be completed by an appropriate senior member of staff using the [online form](#) on the day a parent registers their intention to home educate, only when you are satisfied that you are compliant with KCSIE and Working Together to Safeguard Children 2025. Please ensure this is completed fully. This information will be

looked at by our Professional Practitioners and will be used to determine if intervention is required and if it would be suitable and safe. Where opinion is given, this must be clearly evidenced as such.

- Interventions offered around the decision to EHE should be detailed.
- Please be vigilant and undertake agency checks as soon as a parent indicates that they are thinking about home educating. We ask that you prioritise this action on the day that you are notified.
- An acknowledgement should be sent to the parent(s)/carer(s) stating that their child has been removed from the school roll and that consequently the school will immediately notify LA Teams and Health services that the child is no longer a pupil at the school. This should be followed by a notification to the GP and any other professionals involved in the health and wellbeing of the child.
- If a school feels the need to tick the concerns box on the form then they should consider if a MASH referral is necessary. If the child has a CP/CIN plan then school will have to notify the Lead Professional to ensure that being on a school roll is not a protective factor and have the assurance of the Social Worker that EHE is a viable route for the family.
- If the child has an EHCP, then school should contact the EHCP Coordinator.
- If there are any safeguarding concerns around a family who have submitted a letter informing you of their intention to remove from your school roll, please provide as much detail as possible in the information you submit.
- A brief chronology of any 'causes for concerns' raised by staff must be recorded in the relevant section.
- Please retain all student records, they are not held by EHE as we are not a school or education provider.

- When a family request a return to school following a period of EHE, as per section 4.6 of the Nottinghamshire Fair Access Protocol, [Fair access protocol](#) they would ordinarily return to their previous school. However, at the point of deregistration all families should be made aware by the school that this may not always be possible due to availability of places.
- If you have serious concerns about the welfare of a child, please follow your safeguarding policy and report concerns to the Multi Agency Safeguarding Hub (MASH) Telephone: 0300 500 80 90 or email: mash.safeguarding@nottsc.gov.uk
- If you become aware of any child who is being home educated and you believe not to be known to NCC's EHE Team, please pass this information to the general EHE contact.

Contact information

General: 0115 9772573

Email: ehe@nottsc.gov.uk

Alex Bradshaw

EHE Senior Professional Practitioner

Tel: 0115 9773501

alex.bradshaw@nottsc.gov.uk

Lisa Mathieson

EHE Professional Practitioner

Lisa.Mathieson@nottsc.gov.uk

Broxtowe, Gedling and Rushcliffe

Becky Stringfellow-Bateson

EHE Professional Practitioner

rebecca.stringfellow-bateson@nottsc.gov.uk

Mansfield and Ashfield

Donna Goodson

EHE Professional Practitioner

donna.goodson@nottsc.gov.uk

Newark and Bassetlaw

NCC EHE website [Elective home education | Nottinghamshire County Council](#)