



# *Barrowby Church of England Primary School*

## **Flexi Schooling Policy**

### **1. Introduction**

- 1.1 Barrowby CE Primary School believes every child should have access to a high-quality education that enables all to shine-flourish academically, personally, and spiritually.
- 1.2 This policy sets out how the school considers and manages requests from parents/carers for flexi-schooling—a pattern of attendance where a pupil is registered at school but attends part-time, receiving the remainder of their education at home (or elsewhere) under parental responsibility.
- 1.3 This policy applies to all pupils of compulsory school age on the school roll and sits alongside the school's policies for safeguarding, attendance, SEND, behaviour, complaints, and data protection. It reflects statutory duties and established best practice.

### **2. Definitions**

- 2.1 **Elective Home Education (EHE):** Parents assume full responsibility for the child's education and the child is not registered at a school.
- 2.2 **Flexi-Schooling:** An arrangement requested by parents in which a pupil remains on the school roll and attends school part-time; at other times, the parent provides education at home/elsewhere. This is distinct from EHE and from temporary part-time timetables used for reintegration after illness.

### **3. Legal and Policy Context**

- 3.1 Parents are responsible for ensuring their child receives full-time education suitable to age, ability, aptitude, and any SEN, either by regular attendance at school **or otherwise** (Education Act 1996, s.7).

- 3.2 Schools are **not obliged** to agree to flexi-schooling; the decision rests with the Headteacher, case-by-case. There is no specific right of appeal against a Headteacher's refusal.
- 3.3 Where agreed, time learned at home must be recorded as **authorised absence (Code C)**; it must **not** be coded as approved off-site activity (Code B). Ofsted outcomes are not adversely affected simply by the presence of flexi-schooling when properly managed.

#### **4. Principles**

- 4.1 Child-centred: Decisions prioritise the child's best interests, welfare, and progress.
- 4.2 Partnership: Success depends on strong, reciprocal home-school collaboration and clear expectations.
- 4.3 Consistency and Equity: Flexi-schooling cannot be used to "cherry pick" preferred subjects/activities or opt out of aspects of the curriculum; it must sit within the school's inclusive ethos. [
- 4.4 Standards and Accountability: The school retains responsibility for pupil progress on roll and will track attainment, progress, attendance, and participation.

#### **5. Eligibility and Considerations**

- 5.1 When considering a request, the Headteacher will evaluate (non-exhaustively): safeguarding (paramount); suitability of proposed home provision; and any known risks;
- 5.2 the impact on timetabling, staffing, resources, and wider pupil cohort;
- 5.3 curriculum access (including statutory assessments) and potential fragmentation of learning;
- 5.4 SEND/EHCP implications (with LA involvement where applicable).

#### **6. Request Process**

- 6.1 Initial Enquiry: Parents contact the Headteacher to discuss a potential arrangement.
- 6.2 Written Proposal: Parents outline the educational rationale, proposed pattern of attendance, and an overview of learning to be provided at home.

- 6.3 School Review: The Headteacher reviews the request against Section 5, consulting relevant professionals as needed.
- 6.4 Decision & Agreement: If agreed in principle, the school and parents complete a Flexi-Schooling Agreement and Attendance Agreement (Appendices A & B), typically for an initial trial period (e.g., one term), then reviewed (usually annually).
- 6.5 LA Notification: The school notifies the Local Authority (Elective Home Education contact) of the arrangement.
- 6.6 There is no formal right of appeal if a request is declined; however, parents may use the school's complaints procedure if they believe the process was not followed properly.

## **7. Attendance and Register Coding**

- 7.1 On school days, pupils are registered in the usual way.
- 7.2 On home-education days within an agreed pattern, sessions are coded **C (authorised absence)**. The **B code must not be used** because home sessions are not school-supervised.
- 7.3 If a child is unwell and cannot complete a planned home session, parents inform school and the register is updated accordingly.
- 7.4 The school may review any arrangement if overall attendance drops (e.g., persistent absence patterns) or if the agreed pattern is not kept.

## **8. Curriculum, Assessment, and Trips**

- 8.1 While in school, pupils follow the National Curriculum and the school's Curriculum and take part in the full life of the school, including collective worship and RE (subject to any lawful withdrawal).
- 8.2 Flexi-schooled pupils must participate in relevant statutory assessments (e.g., Year 1 Phonics, end of Key Stage assessments).
- 8.3 The school will share curriculum overviews (where helpful) so parents can complement missed content during home sessions. Teachers may signpost resources but are not expected to plan home provision.

## **9. Roles and Responsibilities**

### **9.1 The School**

- Monitor attendance and review the arrangement if attendance falls below expected thresholds or if progress causes concern.
- Track attainment and progress; consider home-learning evidence shared by parents when forming teacher judgments.
- Hold termly review meetings with parents to evaluate the arrangement and update the Attendance Agreement as needed.

### **9.2 Parents/Carers**

- Provide a structured, suitable home-education offer that complements in-school provision and, together with school, constitutes full-time education overall.
- Keep a clear record or diary of learning undertaken during home sessions (e.g., journals, observations, annotated photos) and share evidence at agreed points (e.g., parents' evenings/reviews).
- Ensure prompt communication regarding illness, changes, or issues affecting the agreed pattern.
- If employing tutors for home sessions, take full responsibility for suitability/safeguarding of those adults.

## **10. Safeguarding**

Safeguarding remains paramount. The school will act on any concerns arising about a child's safety or welfare. Where education during home sessions occurs in another setting chosen by parents, parents are responsible for the safeguarding arrangements in that setting.

## **11. Special Educational Needs and Disabilities (SEND)**

Flexi-schooling may be considered for pupils with SEND. Where a pupil has an EHCP, the decision must involve the Local Authority; any agreed arrangement should be recorded in the Plan and progress monitored through the annual review process (the arrangement need not wait for formal EHCP amendment to begin).

## **12. Funding and Census**

Pupils on roll under a flexi-schooling agreement are recorded as full-time on the school roll and included in school census returns; the school receives funding accordingly.

### **13. Monitoring, Review, and Withdrawal**

- Trial Period: Agreements usually begin with a trial (e.g., one term) to ensure suitability.
- Regular Reviews: Typically termly at first, then annually, or sooner if concerns arise.
- If Concerns Arise: The school may request remedial action; if issues persist, the Headteacher may withdraw the arrangement with reasonable written notice (normally one month). The pupil would then attend school full-time or parents may elect to deregister for EHE.
- Parents may also withdraw from the arrangement with reasonable written notice (normally one month).

### **14. Equality, Inclusion, and Christian Distinctiveness**

Barrowby CE Primary School is committed to promoting equality of opportunity and fostering a welcoming, inclusive Christian community. Flexi-schooling arrangements will be considered fairly and individually, with reasonable adjustments where appropriate, consistent with safeguarding and educational standards.

### **15. Data Protection**

Information shared and records kept under this policy will be managed in line with the school's Data Protection policy and UK GDPR, ensuring confidentiality and appropriate information sharing with the Local Authority where required.

### **16. Complaints**

Any concerns should be raised informally with the class teacher or Headteacher. If unresolved, the school's Complaints Policy applies. The governing body will consider complaints as per established procedures; there is no separate statutory appeal against a Headteacher's decision to refuse flexi-schooling.

### **17. Flexi Schooling Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: February 2026

Next review: February 2029

## Appendix A: Flexi-Schooling Agreement (School–Home)

Pupil: \_\_\_\_\_ DoB: // \_\_\_\_\_

Parent/Carer(s): \_\_\_\_\_

Address: \_\_\_\_\_

Start Date: // \_\_\_\_\_ Trial to: // \_\_\_\_\_

### 1. Purpose

To set out the agreed flexi-schooling arrangement for the above-named pupil and the expectations of school and parents/carers.

### 2. Pattern of Attendance (see Appendix B)

- Expected days/sessions at school vs home (detail in Appendix B).
- Flexibility for special events (assemblies, trips, visitors, sports) will be agreed in advance.

### 3. Curriculum and Assessment

- In-school days: pupil follows the school curriculum.
- Statutory assessments (e.g., Phonics, KS1/KS2) will be completed in school.

### 4. Attendance Coding

- Home sessions coded **C**; unexpected/unexplained absence will be followed up as for all pupils.

### 5. Records and Evidence

- Parents will maintain a brief record/diary of home learning and share evidence at review points.

### 6. Safeguarding

- Parents are responsible for safeguarding arrangements during home sessions or third-party provision. Concerns will be addressed via the school's safeguarding procedures.

### 7. SEND/EHCP (if applicable)

- Arrangements recorded in the EHCP; progress monitored through reviews.

### 8. Review and Withdrawal

- Initial review by: // \_\_\_\_\_ (termly), then annually.
- Either party may withdraw with one month's written notice.

### Signatures

Headteacher: \_\_\_\_\_

Date: // \_\_\_\_\_

Parent/Carer: \_\_\_\_\_ Date: // \_\_\_\_\_

**Appendix B: Attendance Agreement (Pattern of Attendance)**

<b>Day</b>	<b>AM: At School / Home (Subjects/Focus)</b>	<b>PM: At School / Home (Subjects/Focus)</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**School expectation (optional, for clarity):** Barrowby CE Primary School normally expects a minimum on-site attendance of **three full days per week**, subject to the child's needs and organisational feasibility. (Amend as required.)