**Initial Information on a child to be educated at home.**

Hackney Learning Trust has a duty under S175 of that Education Act 2002 to make arrangements to ensure that it exercises its functions with a view to safeguarding and promoting the welfare of children. It also has a duty to identify those children who are of compulsory school age who are not registered at a school or who are not receiving an education otherwise than at school (S436A Education Act 1996).

In order to discharge our duties, and for children being educated otherwise than at school, we request that you complete this form to help us assist in any future contact we may have with you and understand the education provision you are intending to make available for your child.

**Voluntary Agreement**

In helping to determine the most appropriate provision for your child, HLT would recommend that you notify us of your intention to home educate your child before taking any action. If your child is registered at a School then before you submit your written notification to do so, you reflect on the reasons for withdrawal, and consider whether this is in your child’s best interests and whether the relationship with school be improved through discussions with HLT.

HLT also strongly suggests that if you are considering Elective Home Education as a result of not being allocated your school of choice (preference), that you do not immediately take your child out of school if not receiving school of choice at the beginning of term.

We welcome an opportunity to work collaboratively with families who educate children at home, and would encourage all parents to continue to remain in contact with HLT Elective Home Education Co-ordinator for advice and guidance.

Separately we also seek your permission to share your child’s details with Health Services to ensure that your child does not miss out on any appropriate immunisations or other benefits which are normally carried out at schools.

Once completed please submit in person, or via post to:

Elective Home Education Service, Hackney Learning Trust, 1 Reading Lane E8 1GQ.

Email: [ElectiveHomeEducation@learningtrust.co.uk](mailto:ElectiveHomeEducation@learningtrust.co.uk)

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| Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_  Names of  parents/carers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of family home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mobile)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s last school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Young carer: Will this child be a young carer for any adults in the home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Consent to share information with Health professionals for the purposes of immunisation Yes / No  If there are any other children in the family who are of school age, please provide the following details:   |  |  |  | | --- | --- | --- | | **Name/s:** | **Date/s of birth:** | **Where is education taking place?** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Please tell us the reason for your decision to Electively Home Educate your child:**   |  |  | | --- | --- | | Philosophical |  | | Religious or Cultural |  | | Bullying in previous school |  | | Health ( including mental health) |  | | SEND |  | | Communication break down between home and school |  | | Waiting for preferred school |  | | Child at Risk of Permanent exclusion |  | | Permanent Exclusion |  | | Other |  |   Is your child on a waiting list for a school(s) YES/NO?  If YES, which school(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| What are you setting out to achieve through your home education? |  |
| What do you hope your child will learn over the next year, or more? |  |
| How many hours per week is your child doing educational activities? |  |
| Do you ensure that most of your child’s work is kept and clearly indicates the date when it was completed? |  |
| Do you keep a diary or a record of the work completed by your child? |  |
| Do you follow a timetable for educational activities? |  |
| How is your child’s progress to be assessed and monitored? |  |
| What do you see as your child’s special interests or aptitudes - What is he/she interested in or good at? |  |
| How do you plan to address your child’s special interests and aptitudes? |  |
| Please indicate if your child has Special Educational Needs at the following level:  SEN Support: YES / NO  Under Assessment for Education Health and Care Plan: YES / NO  Education Health and Care Plan: YES / NO  Do you think your child has any other special needs, for instance, in terms of learning, or social development?  If so, what are they?  How do you plan to meet these needs? |  |
| What do you think your child has achieved since you began home educating? (What has he /she learned?) |  |
| What work have you been doing with your child since you started home educating? |  |
| How well do you think the work is going? Is there anything you need advice on? |  |
| What sports leisure and/or social activities does your child do? |  |
| How do you see your child’s educational future?  For Example:  - do you plan to continue to home educate until the end Compulsory education?  - do you plan reintegration into school at any point? - What do you plan to do about  public examinations, or other  qualifications? |  |

Is your child being prepared for a national qualification? YES / NO

If ‘Yes’ please give details of the subject and the qualification s/he is working towards i.e. GCSE etc.

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What arrangements have been made for an examination entry?

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Name and address of Tutors involved in providing education for the child (include on-line providers):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Does the tutor you have employed hold an enhanced DBS certificate?

YES/NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prospect’s 14 – 19 Service o**ffers career advice, guidance and information and referrals to other services for young people aged 14 – 19 up to 25 with learning difficulties including autism or disabilities. [Bryan.Taylor@Prospects.co.uk](mailto:Bryan.Taylor@Prospects.co.uk)

**Other Services:**

Are there any other services you feel could support your son/daughter i.e. Youth Services, Family Support Services, Health (including Mental Health and Wellbeing)?

**Ethnic Background – please tick**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | White – British |  |  | White Irish |
|  | Any other White background |  |  | Bangladeshi |
|  | Indian |  |  | Pakistani |
|  | Any other Asian background |  |  | Black African |
|  | Any other Black background |  |  | Black Caribbean |
|  | White and Black African |  |  | White and Asian |
|  | White and Black Caribbean |  |  | Chinese |
|  | Any other Mixed background |  |  | Gypsy/Roma |
|  | Traveller, or Irish Heritage |  |  | Any other ethnic group |

**Data Protection Statement:**

The personal data provided in this form will be used by the London Borough of Hackney (**the Council**) in accordance with the General Data Protection Regulation (**GDPR**), Data Protection Act 2018 and any other information legislation.

Your personal information may be shared between internal departments of the Council or with external agencies involved in delivering statutory and other services such as social care, the protection of vulnerable children and the support of public health and wellbeing. Your personal information will not be shared with any external third party agencies without your explicit consent unless the law allows.

The Council may contact you about health services such as immunisations which are routinely offered to children attending primary and secondary schools within the borough. The Council will not process or share your personal data with any third parties for marketing, sales or any other commercial purposes.

For further details about how the Council uses personal data, and your rights with regard to your personal data, please see our Privacy Notice at <https://hackney.gov.uk/privacy>.

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| By signing this Data Protection Statement I confirm that I acknowledge and understand how the Council may use the personal information provided in this form. |

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| Signature of parent / guardian |  |
| Name |  |
| Date |  |

Further information for those between the ages of 0-25 with SEND can be found on: [www.hackneylocaloffer.co.uk](http://www.hackneylocaloffer.co.uk)

The following links will take you to entries for teams that may offer further support and guidance:

* [Safeguarding in Education Team](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=C__pJbQVVeo&localofferchannel=0)
* [Hackney SENDIAGS (SEND Information, Advice and Guidance Service)](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=VjthH04BZoM&localofferchannel=0)
* [Educational Psychology Service](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=89xa173qzRE&localofferchannel=0)
* [CAMHS Alliance](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=BRW4hmI8T80&localofferchannel=0)
* [Special Educational Needs Administration Team](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=Q7IMn4Cw1T4&localofferchannel=0)
* [Home Tuition Service (for children with health needs)](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=KcRNbiUFywE&localofferchannel=0)
* [Inclusion and Specialist Support Team](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=wDfI7_ppxmU&localofferchannel=0)
* [Prospects Careers Services](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=rUfNEcy0L70&localofferchannel=0)
* [School exclusions - information and advice](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/advice.page?id=ZrQ0rRdcL-U)
* [Exclusion Team](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=r9zbsS3iQ3A&localofferchannel=0)
* [School Admissions](https://www.learningtrust.co.uk/section/admissions-and-transfers)
* [Pupil Benefits](https://www.learningtrust.co.uk/section/pupil-benefits)
* [Education, Health and Care Planning Team](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=pwXMKtjlUI0&localofferchannel=0)
* [Education Attendance Service](http://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=H95mpNFvYgo&localofferchannel=0)