

**ACADEMIC YEAR 2023/2024**

**NOTIFICATION TO LOCAL AUTHORITY OF ELECTIVE HOME EDUCATION**

* *The 2016 statutory Children Missing Education guidance requires all schools to notify the local authority when they are about to remove a pupil’s name from the admission register. This notification covers the information schools are required to provide.*
* *The additional information requested below is necessary to enable the local authority to operate a process that is proportionate, does not seek to exert more oversight than is needed and that prioritises the workload of Elective Home Education Visitors.*
* *This form may have been sent by us to your school for a child who was not withdrawn specifically for elective home education purposes, but this information is still required to enable us to accurately prioritise cases for Elective Home Education Visitors.*
* *Our Privacy Notice for home educated children can be found on the Southampton City Council website.
The Southampton City Council Global Privacy Notice can be found at* [www.southampton.gov.uk/privacy](http://www.southampton.gov.uk/privacy).

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL NAME:** | Choose an item. | **HEADTEACHER SIGNATURE:** |  |

**EHE documentation should be sent to the LA as soon as possible and no later than 5 days after receipt.**

|  |
| --- |
| **PUPIL DETAILS** |
| **Name** | Click to enter text | **DOB** | Click to enter date | **NCY** | Choose an item. |
| **Parent (complete as appropriate)** | Click to enter names | **PR** | Choose an item. | **Tel.** | Click to enter text |
| **Parent (complete as appropriate)** | Click to enter names | **PR** | Choose an item. | **Tel.** | Click to enter text |
| **Carers (complete as appropriate)** | Click to enter names | **PR** | Choose an item. | **Tel.** | Click to enter text |
| **Guardians (complete as appropriate)** | Click to enter names | **PR** | Choose an item. | **Tel.** | Click to enter text |
| **Pupil address** | Click to enter address | **Known risk level i.e. 2 staff to visit?** | Choose an item. |
| **OTHER INFORMATION**  |
| **SEND status** | Choose an item. | **Sessions of exclusion in current academic year** | Click to enter text | **Attendance %****Authorised %****Unauthorised %** | Click to enter text |
| **CLA status** | Choose an item | **At risk of permanent exclusion?** | Choose an item. |  | Click to enter text |
| **Safeguarding status** | Choose an item | **No. of PPN1s in current academic year** | Click to enter text |  | Click to enter text |
| **EHE relates to allegations of bullying?** | Choose an item. | **Current or historical?** | Choose an item. |
| **PROFESSIONAL INVOLVEMENTS (PLEASE TICK ALL THAT APPLY)** |
|  | **Current** | **Previous** |  | **Current** | **Previous** |  |
| ELSA |[ ] [ ]  PACT or assessment team |[ ] [ ]  Other (please specify):Click to enter text |
| School counsellor |[ ] [ ]  Early Help |[ ] [ ]   |
| School pastoral team |[ ] [ ]  School Nurse |[ ] [ ]   |
| Education Welfare  |[ ] [ ]  Police\YOS |[ ] [ ]   |
| CAMHS |[ ] [ ]  Bereavement services |[ ] [ ]   |
| Speech & language therapist |[ ] [ ]  Support for behaviour |[ ] [ ]   |
| Family Engagement Worker |[ ] [ ]  Children Missing Education |[ ] [ ]   |
| Date last safeguarding referral submitted by the school? | Click to enter date |
| **ATTAINMENT\PROGRESS** |
| **Current progress** | **English** | Select | **Maths** | Select | **Science** | Select |
| **ACTIONS TAKEN BY SCHOOL (please check one box against each action)****\***  *Templates are available to download at* [https://www.southampton.gov.uk/schools-learning/guidance-for-schools/general-guidance/inclusion-services/)](https://www.southampton.gov.uk/schools-learning/guidance-for-schools/general-guidance/inclusion-services/%29) |
|  | **YES** | **NO** | **N\A** | **OUTCOME\FURTHER INFORMATION****To avoid this form being returned to the school this section must be completed if the tick box response could indicate that the school has not complied with the process.** |
| Parent invited for a discussion in school. |[ ] [ ] [ ]  Click here to enter text. |
| EHE Visitor and Social Worker invited to the school discussion if CP or CIN. |[ ] [ ] [ ]  Click here to enter text. |
| Parent offered LA mediation if required. |[ ] [ ] [ ]  Click here to enter text. |
| \* Parent asked to complete a 2021\22 Overview of Home Education. |[ ] [ ] [ ]  Click here to enter text. |
| Phone contact with parent attempted if parent does not wishto attend a discussion in school. |[ ] [ ] [ ]  Click here to enter text. |
| \* 2021\22 parental information leaflet issued if parent does not wish to attend a discussion in school. |[ ] [ ] [ ]  Click here to enter text. |
| Current case holders contacted |[ ] [ ] [ ]  Click here to enter text. |
| SEND Case Officer contacted (If EHCP) |[ ] [ ] [ ]  Click here to enter text. |
| Was the deregistration letter signed by someone known to have PR? |[ ] [ ] [ ]  Click here to enter text. |
| Deregistration letter sent to LA **(to** **children missing education****on Anycomms**)  |[ ] [ ] [ ]  Click here to enter text. |
| EHE Notification form sent to LA **(to** **children missing education****on Anycomms**)  |[ ] [ ] [ ]  Click here to enter text. |
| Overview of Home Education sent to LA **(to** **children missing education****on Anycomms**) |[ ] [ ] [ ]  Click here to enter text. |
| Where known, reasons provided by parents for decision to EHEClick here to enter text. |
| **FURTHER INFORMATION** |
| Click to enter text**Completed by (print name):** Click to enter text **Date**: Click to enter date |