

**EAST DUNBARTONSHIRE COUNCIL**

**POLICY AND GUIDANCE ON HOME EDUCATION  
IN EAST DUNBARTONSHIRE**

**October 2021**

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- *Throughout this document, the term 'parent' should be taken to mean a child or young person's parent, guardian or carer.*

## Section One: Introduction and Rationale

- 1.1 This guidance outlines East Dunbartonshire Council procedures for parents who are seeking to withdraw their children from school with the intention of providing home education.
- 1.2 This guidance also outlines the ways in which East Dunbartonshire council ensure home-educated children and young people are receiving an '*efficient and suitable education*' and how the council work with families, children and young people.

This guidance is based upon the Scottish Government's Home Education Guidance (2007)<sup>1</sup> and the following key principles:

- a) home education is a key aspect of parental choice, and parents may choose to home educate for a range of different reasons
  - b) home education is no less equivalent in law to sending children to school
  - c) home education is a right, conditional upon the parents providing an education suitable to the age, ability and aptitude of the child
  - d) the views of the child or young person should be taken into account in matters relating to their education
  - e) it is essential to develop a positive relationship between the local authority and home educators.
- 1.3 There are various reasons for the decision to choose education based at home. The Scottish Government's Home Education Guidance (2007) states:  
'Parents do not have to give a reason for choosing home education when requesting to withdraw their child from school. Any reason given should have no bearing on whether or not consent is given, as the authority's interest lies in how the parents intend to educate their children not their reason for doing so. The following examples are common, but not exhaustive:
    - *The wish to follow a particular educational or ideological philosophy;*
    - *Religious or cultural beliefs;*
    - *Dissatisfaction with the system;*
    - *A child's reluctance to go to school;*
    - *A child's problems when at school e.g. bullying;*
    - *Geographical – due to remoteness, or mobility for work or cultural reasons;*
    - *The wish to deal with a child's additional support needs in a particular way;*
    - *As a short term intervention for a particular reason."*
  - 1.4 This guidance aims to ensure that requests to withdraw children from school are treated in a way which is fair and consistent. The council aims to respond to requests without delay in order to provide a good foundation for the development of trusting relationships.

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<sup>1</sup> See <http://www.scotland.gov.uk/Publications/2007/12/17133313/11>

## 1.5 Availability and accessibility of this policy document

**This document can be provided in large print, Braille or on audiocassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:**

**East Dunbartonshire Council  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ  
Tel: 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

The document can also be accessed on East Dunbartonshire Council's website:  
[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)

## Section Two: National Guidance and Legislative Background

- 2.1 The East Dunbartonshire Council Home Education policy and procedures are based on Scottish Executive, *Home Education Guidance*, (2007).

The legislative position takes account of the following:

- The *Standards in Scotland's Schools etc. Act 2000 – Sections 1, 2 and 14*, qualified by the *Education (Scotland) Act 1980*;
- *The European Convention on Human Rights – Article 2 of Protocol 1*, and;
- *The UN Convention on the Rights of the Child Article 12, 28*.
- *The Children and Young People (Scotland) Act 2014*
- *Supporting Children's Learning: Statutory Guidance on the Education (Additional Support for Learning) Scotland Act 2004 (as amended) Code of Practice (Third Edition) 2017*

### 2.2 Education (Scotland) Act 1980

Every child has a right to an education, The Education (Scotland) Act 1980 places a duty on the parent of every child of compulsory school age to provide an “*efficient education suitable to their age, ability, and aptitude*,” either by sending them to school, or by other means.

Parents are not required to have any qualifications or training to provide their children with an appropriate education. They will be expected to demonstrate their commitment to providing an efficient and suitable education for their child.

Parents do not need to inform the authority of their reason for withdrawing a child from school to home educate, but may choose to. Any reason given should have no bearing on whether consent to withdraw a child from school is given.

Under Section 35 of the Education (Scotland) Act 1980, parents of a child who has been attending a public school i.e. any school under the management of the authority, must seek the authority's consent before removing the child from that school, and the authority must not unreasonably withhold consent.

### 2.3 The Children and Young People (Scotland) Act 2014

Getting it Right for Every Child (GIRFEC) is a national approach in Scotland. It aims to put the rights and wellbeing of children and young people at the centre of services that support them. This approach has been part of national policy since 2010.

GIRFEC encourages a shared understanding by all services of a child's wellbeing in eight areas i.e. that children and young people must be Safe; Healthy; Achieving; Nurtured; Active; Respected; Responsible and Included. These are the basic requirements for all children and young people to grow and develop and reach their full potential.

Any decision in relation to Home Education will take account of GIRFEC principles.

## Section 3: Home Education procedures

### 3.1 Consent to withdraw

A parent can contact the child's school or the Education Service at any time to express an interest in or the intention to educate their child at home rather than at a local authority school.

It should be noted that while consent is required to withdraw a child from school. Parents are **not** required to seek consent of the education authority in order to home educate their child if;

- their child has never attended a public school, although notification is helpful;
- their child has never attended a public school in the East Dunbartonshire Council area, although notification is helpful;
- their child is being withdrawn from an independent school;
- their child has finished primary education in one school but has not started secondary education in another school;
- the school the child has been attending has closed- parents should notify the authority of their intention to home educate, but consent is not needed.

In all other cases, a formal application to withdraw the child from education is needed before they may be removed from the school roll.

It is good practice for the Education Service to seek to gain the views of the child in relation to the Home Education request. These views could be sought in a variety of ways, appropriate to the needs of the child.

### 3.2 Education proposals

Parents should request to home educate their child in writing to the Quality Improvement Manager, Additional Support Needs and Children's Services.

Parents should also provide an initial education proposal detailing how they intend to provide an efficient and suitable education for their child.

The following advice may help parents/carers in preparing an educational proposal.

There is no specific definition of efficient and suitable education, however it would be expected that any education provision would include the following elements;

- *Consistent involvement of parents or other significant carers*
- *Presence of a philosophy or ethos (not necessarily a recognised philosophy), with parents showing commitment, enthusiasm, and recognition of the child's needs, attitudes and aspirations*
- *The opportunity for the child to be stimulated by their learning experiences*

- *Involvement in a broad spectrum of activities appropriate to the child's stage of development*
- *Access to appropriate resources and materials*
- *The opportunity for an appropriate level of physical activity*
- *The opportunity to interact with other children and adults.*

The curriculum consists of everything that is done in order to educate the child or young person. It should cater for the individual's physical, intellectual, social and spiritual development. It should be broad and balanced and relevant to the needs of the child/young person and of society.

While there is no requirement for home educators to follow national curriculum guidelines, some parents find it helpful to refer to the Curriculum for Excellence. Details of the Curriculum for Excellence can be found on the Education Scotland Website, <https://education.gov.scot/>  
Further useful websites are included in Section 4 of this guidance.

The educational proposal could include elements such as:

- Literacy and numeracy
- Careers education
- Health & wellbeing
- Environmental education
- Outdoor education
- Use of information technology
- Interdisciplinary learning

An example of an education proposal is included in Appendix 1 of this document.

### 3.3 Initial contact

Initial contact details for parents seeking to home educate are included on East Dunbartonshire Website: <https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/home-education>

Once an enquiry has been received the delegated officer responsible for Home Education should make initial contact with the family. The purpose will be:

- To ascertain the parents intentions;
- To begin building a positive relationship;
- To take note of the child's views
- To notify the parents of appropriate school places or supports which may be available;
- To point out the parents' legal obligations with regard to full-time education;
- To outline the obligations of the Education Service;
- To provide information on home educating organisations, examining boards and any other advice that may help the parents to make a fully informed decision as to their intention to educate their child at home.

### 3.4 Decision making process

In order to reach decision about a home education proposal, East Dunbartonshire Council will give considerations to:

- The content of the education proposal;
- Child or young person's wellbeing;
- Child or young person's views.

#### 3.4.1 Consideration of education proposal

Upon receipt of a written request to withdraw a child or young person from school the Education Service will acknowledge receipt of the request in writing (See Appendix 2)

In reaching a decision, the authority will have to be satisfied that an efficient and suitable education is in place.

If the proposed education plan is lacking the elements required to provide an efficient and suitable education, Education Service staff may request to meet the parent and pupil, or seek to gather additional information from the school. The Officer Responsible for home education will;

- Inform the parent of specific concerns
- Offer suggestions as to how they might enhance the education they are providing if required
- Allow parent[s] the opportunity to address any specific concerns and update their proposal
- Allow the child/young person the opportunity to express his or her views.

The child must remain in school and attendance will be recorded until the parent[s] have consent to home educate in writing.

#### 3.4.2 Consideration of relevant information

When a request for Home Education is received, it is good practice for the Council to check whether there are any concerns about the child.

Agencies such as social work, or psychological services may be consulted with a view to supporting the parents, if appropriate.

Instances where consent to home educate will not be granted include:

- Child is referred to social work or police for child protection reasons;
- Child is on the Child Protection register;
- Child is referred to the Reporter on care and protection grounds and referral is being considered, and where the
- Child is subject to a supervision requirement.

The officer responsible for home education will gather relevant information that will assist in reaching a decision. Parents and the child will be involved in these discussions.



### 3.4.3 Consideration of child or young person's views

Throughout this process, the views of the child or young person are taken into account, as stated in the United Nations Convention on the Rights of the Child and Home Education Guidance.

If a child has additional support needs, there is specific guidance in relation to seeking their views. These are detailed within;

*Supporting Children's Learning: Statutory Guidance on the Education (Additional Support for Learning) Scotland Act 2004 (as amended) 2017*

States that:

'Even where parents do not wish their child's views to be sought, the education authority are still under a duty to seek and take account of the child's views. Where a child is concerned, education authorities are to seek and take account of the views of both the child and the parent, unless they are satisfied that the child lacks the capacity to express a view.'

As some children or young people with additional support needs find it difficult to express themselves, the education authority may use alternative means of communication to seek their views. These views should be recorded whether through speech, writing, audio recording or some other means.

### 3.5 Outcomes

Having considered the content of the initial proposal, wellbeing and young person's views, the Council will inform the parent/carer of the decision and any conditions attached in writing (See Appendix 2- letters).

Possible outcomes:

- Home Education is agreed on the understanding that an annual update on the suitability of education will be sought.
- The application was rejected due to concerns around:
  - a. The education proposal
  - b. Relevant information gathered as detailed in section 3.4.2

Consent to grant Home Education will be delayed while these are considered.

The Council may not unreasonably withhold consent and therefore consent should ordinarily be granted. If a home education proposal is rejected, the link education officer will work in partnership with the parent to revise educational proposals.

### 3.6 Communication timescales

The majority of applications for consent to withdraw a child from school for education in a home based environment will be decided within 30 working days (excluding school holidays).

Where this timescale will not be possible - when it becomes apparent that a decision may not be given within 30 working days, an Education Officer will inform the parents in writing. (See Appendix 2)

### 3.7 Parents rights of appeal

Parents may choose to reapply for home education

If parents are unhappy with a decision made in relation to a Home Education Request, they can submit a complaint in writing to the Chief Education Officer.

### 3.8 Beginning Home Education

If consent to home education is granted, the education authority will:

- Write to the parent/carer confirming that consent to home educate has been granted;
- Establish a start date in consultation with the parent/carer;
- Inform the school instructing them to remove the child from their roll.
- The school's pupil progress record will be retained by the school for 5 years in accordance with the retention schedule. East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the length of time the Council keeps information. There are a number of schedules that cover the retention of Educational records. Full details about the retention schedules for education can be accessed here: <https://www.scottisharchives.org.uk/resources/scarrs>

### 3.9 Home Education record keeping and information sharing

The delegated education officer should:

- Create a Home Education Pupil Record for the child;
- Maintain the pupil record throughout the period of education at home;
- Make sure that appropriate staff involved with the case have the necessary information to make personal contact.

The Home Education Pupil Record should include:

- The name and date of birth of the child / young person;
- Names of parents/ carers;
- The home address and telephone number;
- Written confirmation of desire to educate by other means;
- The reasons, **only if willingly stated**, by the parents for wishing to home educate;
- The name of the last establishment attended;
- Details of any identified additional support needs;
- Details of any contacts with psychological services , social services or any other agency;
- Details of named contact/delegated officer within the Education Service.

Normal procedures should be followed in relation to the holding of records and access under the terms of the *Data Protection Act*, the *Freedom of Information (Scotland) Act 2002* and EDC's *Information Classification and Protection Policy*.

The information within the Pupil Record will be stored securely. Privacy notices that detail how information is stored can be found on the Council Website.

<https://www.eastdunbarton.gov.uk/council/privacy-notice>

### 3.10 Future contact, monitoring and review

There is no statutory duty upon local authorities to monitor ongoing home education provision. However, they do have a duty to ensure they are satisfied that an efficient and suitable education is provided and take necessary steps if it considers it not to be. They have a duty to serve a notice on any parent who they are not satisfied is providing an efficient education suitable to their child's age, ability and aptitude.

The recommendation is that contact is made in writing on an annual basis. Following this, written evidence can be provided by the family or a meeting can be arranged to discuss progress.

Annual contact will be maintained until the child reaches the age of sixteen.

Annual contact will request an update to the child's education proposal. This update can be provided in;

- A meeting arranged at a mutually agreed time and location;
- Other ways, for example the family submitting material in written, recorded or electronic form.

Any meetings should be regarded as an opportunity to offer support and to develop a relationship between the home educator and the education authority. Seeing the child respond to educational provision may provide an indication that a suitable and efficient education is being provided.

Some home educators and children or young people find visits to be intrusive. The education authority has no legal right of access to the home.

### 3.11 Response to concerns

If it comes to the attention of the authority that home education is not taking place or is not efficient, the authority has a duty to intervene. The education authority may take action under the Education (Scotland) act 1980 Section 37. This duty applies to all children and young people, regardless of whether or not they have previously attended one of our schools.

The welfare and protection of all children, both those who attend school and those who are educated by other means, is of paramount concern. If Child Protection concerns do arise, East Dunbartonshire Council's Child Protection Procedures will be followed.

### 3.12 Difficulty in contact

Where there is difficulty in contacting a family for an annual update, the officer responsible for home education will take the following steps:

- Try to make contact by letter;
- Send a recorded delivery letter;
- Invite the parent to meet with the named Home Education Officer at a mutually acceptable location;

- Check that the child has not been registered in another East Dunbartonshire school;
- Check council records to see whether the family are still resident in the address provided;
- Inform the Quality Improvement Manager - Additional Support Needs and Children's services of the situation and agree a course of action, which may involve a child missing from education investigation.

### **3.13 Removing the right to Home Educate**

Where the authority has concerns about the education provision, and these are not addressed by the parent, the authority might conclude that they have insufficient evidence as to the efficiency and suitability of education provision. The education authority will serve a notice on the parent under Section 37 of the 1980 Act.

Every effort to resolve concerns should be made before the Section 37, notice to attend school, is served.

This notice requires the parent to give the authority any information they may require regarding the means, if any, they have adopted for providing education.

When notice is served, the parent is allowed between 7 and 14 days to satisfy the authority about the suitability of arrangements they have made for the education of their child. The parents may choose to do this by meeting with education staff or by supplying the information in writing.

If the parent still fails to satisfy the Education Service that an efficient and suitable education is being provided, the authority will make an attendance order in respect of the child under Section 38 of the Education (Scotland) Act 1980. In the attendance order, the authority will nominate a school at which the parent[s] must present the child.

Prior to a school being nominated on such an order, the authority will consider the views of the parent as to which school the parent wishes the child to attend. The parent has a right to appeal to the Sheriff Court the school nominated in the order.

### **3.14 Children with Additional Support Needs.**

A parent's right to educate a child or young person at home applies equally if that child has additional support needs. When considering a request for consent, it is reasonable for the authority to ask parents to indicate how they propose to cater for their child's additional support needs.

#### **Responsibility for meeting Additional Support Needs**

The authority has no statutory obligation to provide financial or other support for the education of children with additional support needs whose parent[s] elect to home educate.

*Supporting Children's Learning: Statutory Guidance on the Education (Additional Support for Learning) Scotland Act 2004 (as amended) 2017* introduced certain obligations and requirements upon local authorities for those individuals educated at home who may have additional support needs.

### 3.15 Mediation

If there is a dispute in relation to the exercise of an education authority's duties or discretionary powers in relation to a young person or child with additional support needs, the matter may be referred to mediation. Within East Dunbartonshire the Mediation service is provided by Resolve (see Section 4).

*Supporting Children's Learning: Statutory Guidance on the Education (Additional Support for Learning) Scotland Act 2004 (as amended) 2017 states that,*

- Parents should have access to independent mediation services through the home education authority.
- Young people should also have access to mediation services in their own right.
- Eligible children do not have the right to request mediation but have the right to express their views and have their views taken into account of within mediation,

The *Act* makes it clear that these services can be used in situations of dispute. This would include those between the Education Service and home-educated children and young people and their parent[s].

### 3.16 Education Maintenance Allowances (EMA)

At age 16, young people who are continuing to be home educated are eligible for EMAs, subject to the same criteria as set out for school-educated children. For more detailed information and EMA Application form, see *Appendix 3 & 4*.

The EMA programme is administered by the local authority in which the home education is based. Pupils or parents/carers wishing to apply for EMA should contact the Education Officer responsible for Home Education for further information.

Applications for EMA should be made to the local authority in which the young person is resident. Students applying for an EMA as a home-educated student must have a history of home education prior to reaching their official school leaving date. The onus is on the applicant to provide evidence of a history of home education.

To meet requirements for the EMA the parent should return the appropriate paperwork for payments to be made on a fortnightly basis. Information about EMA can be accessed via East Dunbartonshire council website:

<https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/home-education>



### **3.17 Recognised qualifications and exam arrangements**

There is no legal requirement for children to take a particular set of qualifications. The internal assessment component of many qualifications can restrict the certification of external candidates.

Some of the options available to home educating families who wish to provide opportunities for their children to study for recognised qualifications, are set out in Section 4: Useful contacts and sources of information

The education authority is not required to meet any costs associated with candidates taking examinations or other qualifications.

### **3.18 Flexible Schooling**

East Dunbartonshire Council consider requests for Flexi Schooling arrangements, (where the child is home schooled for part of the week), on an individual basis. A similar procedure is followed to full time Home Education requests. Ultimately, it is a decision for the local authority and school as to whether they are able to support such an arrangement. When a Flexi School request is received, a meeting will be held with the school, family and Education Officer responsible for Home Education to discuss feasibility and practical arrangements of the request.

## Section Four: Useful contacts and sources of information

### ***Practical support and resources***

The Scottish Government Home Education Guidance states that the Education Service 'is not obliged to assist home educators with resources, however, they may choose to do so ...'

This support, dependent upon local availability, may include:

- providing general advice;
- allowing access to learning centre resources;
- allowing access to school resources where feasible;
- allowing access to examination centres where feasible;
- facilitating access to any discounted rates for educational materials; and
- providing access to local authority owned community and sports facilities on the same basis as for schoolchildren.

### **Children in Scotland**

Tel: 0131 313 8850

Equality and Human Rights Commission

FREEPOST

EASS Helpline

FPN 6521

Email: [eass@custhelp.com](mailto:eass@custhelp.com)

Website: [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

### **Education Scotland**

Education Scotland supports learning and teaching improvements across Scotland. Parentzone provides advice and information for parents in relation to their child's learning.

Denholm House,

Almondvale Business Park,

Almondvale Way,

Livingstone,

EH54 6GA

Email: [enquiries@education.scotland.gsi.gov.uk](mailto:enquiries@education.scotland.gsi.gov.uk)

Website: [www.education.gov.scot](http://www.education.gov.scot)

Parentzone Website: <https://education.gov.scot/parentzone>

### **ENQUIRE**

National information and advice service for parents.

Helpline: 0845 123 2303

[www.enquire.org.uk](http://www.enquire.org.uk)

[info@enquire.org.uk](mailto:info@enquire.org.uk)



### **My Rights, My Say**

My Rights, My Say is a partnership between **Enquire**, **Children in Scotland**, **Cairn Legal** and **Partners in Advocacy**

<https://enquire.org.uk/myrightsmysay/>**RESOLVE:ASL**

Independent Additional Support for Learning Mediation Service

Rosebery House,

9 Haymarket Terrace Edinburgh,

EH 12 5EZ

Tel: 0 13 1 3 13 8844

<https://childreninScotland.org.uk/our-work/services/resolve/a-child-centred-approach-to-resolving-conflict-in-education/>

### **Resolve**

Resolve is the independent mediation service used by East Dunbartonshire Council.

Rosebery House,

9 Haymarket Terrace Edinburgh,

EH 12 5EZ

[www.resolve.org.uk](http://www.resolve.org.uk)

### **The Scottish Qualifications Authority (SQA)**

The national body responsible for accreditation, assessment and certification of qualifications

The Optima,

58 Robertson Street

Glasgow

G2 8DQ

Email: [Customer@sqa.org.uk](mailto:Customer@sqa.org.uk)

Website: [www.sqa.org.uk](http://www.sqa.org.uk)

### **Future pathways websites**

<https://www.myworldofwork.co.uk>

<https://www.skillsdevelopmentscotland.co.uk>

<https://planitplus.net/>

### **Home education websites**

#### **Home Education Scotland**

Website: <https://homeeducationscotland.org.uk/>

Email: [contact@homeeducationscotland.org.uk](mailto:contact@homeeducationscotland.org.uk)

#### **Home Education UK.**

[www.home-education.org.uk/](http://www.home-education.org.uk/)



### **Interhigh**

Website: <https://interhigh.co.uk>

Provides an online Secondary education programme including formal qualifications.

### **My online schooling**

<https://myonlineschooling.co.uk/>

Provides an online Secondary education programme including formal qualifications.

### **Schoolhouse Home Education Association**

Schoolhouse

1 Victoria Road, Dundee, DD1 1EL

Email: [schoolhouse@schoolhouse.org.uk](mailto:schoolhouse@schoolhouse.org.uk)


Website: [www.schoolhouse.org.uk](http://www.schoolhouse.org.uk)

### **Scottish Home Education Forum**

Website: <https://scothomeed.co.uk/about/contact>

Provides online peer support for home education with particular reference to Scottish legislation and guidance. Support includes advocacy, training and consultancy services.

## Appendix 1: Home Education Proposal

|  |  |
|--|--|
| <b>Home Education Educational Programme</b><br><b>Initial Proposal</b> |  sustainable thriving achieving<br><b>East Dunbartonshire Council</b><br>www.eastdunbarton.gov.uk |
|--|--|

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals. (You can present this information in a different format if you prefer, or provide attachments to this form with additional information)

|                      |                               |                                 |
|----------------------|-------------------------------|---------------------------------|
| <b>Child Details</b> |                               |                                 |
| Surname              |                               |                                 |
| First Name           |                               |                                 |
| Sex                  | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Date of Birth        |                               |                                 |
| Religion             |                               |                                 |

|                                    |  |
|------------------------------------|--|
| <b>School Details</b>              |  |
| Name of School Currently Attending |  |
| Year/Stage                         |  |

|  |          |           |
|--|----------|-----------|
| <b>Personal Details (Name of parent/carer)</b> |          |           |
| Title (Mr, Mrs, Miss, Ms, etc.)                |          |           |
| Surname  |          |           |
| First Name                                     |          |           |
| Full Address                                   |          |           |
| Post Code                                      |          |           |
| Telephone number                               | Daytime: | Mobile *: |
| Email address                                  |          |           |

**Current Nursery Details (Please provide details below if your child currently attends a pre-school establishment)**

|                       |  |
|-----------------------|--|
| Name of Establishment |  |
| Address               |  |
| Telephone No:         |  |

**Additional Support Needs**

|  |  |  |  |
|--|--|--|--|
| Do you consider your child to have additional support needs?                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |  |
| If you have answered <b>YES</b> to the above question, does your child have: | A Co-ordinated Support Plan                              | A Co-ordinated Support Plan under consideration          | A Targeted Support Plan                                  |
|  | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO |

If yes, \* please give full details of your child's additional support needs.

|   |  |
|---|--|
| Do you consider your child to have any needs relating to a disability?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Do you consider your child to have any accessibility needs/requirements? E.g. Wheelchair user, visual impairment, hearing impairment etc. | <input type="checkbox"/> YES <input type="checkbox"/> NO |

If yes, \* please explain. Give full details of your child's accessibility issues

**Reason for Home Education Request**

While it is not necessary, you may wish to provide additional information regarding your request for Home Education. You may wish to describe a style and approach to learning specific to your philosophy or you may wish to support your child's needs in a particular way.

**Views of the Child/ Young Person (if contact agreed with parents)**

What is the young person's understanding of the home education process? What are their preferences with regard to their education?

## Education Plan

Please detail your learning plans, content of curriculum and the learning approach(es) you will use to support your son/daughters progress. You may wish to outline general objectives that you have in mind. You may also give details of your short and longer-term goals. It may be helpful to explain how you will support learning within specific subjects.

## Resources

Please list the main core resources you intend to use. (This may include books, websites, or access to other resources). If you are purchasing resources or assessments, please provide details of these. It is useful if you can provide details subject by subject. What external supports/resources do you plan to use to meet the objectives of a broad, balanced education?

## Assessment

Please detail how you will monitor and assess your child's progress

| Resources   |          |
|---|----------|
| Please detail how you will provide for your child's needs in the following areas: |          |
| Area  | Comments |
| Intellectual  |          |
| Social  |          |
| Emotional   |          |
| Physical  |          |
| Imaginative   |          |

| Declaration by Parent or Carer  |
|---|
| <p>I, as parent/carer of _____</p> <p>declare that the information that I have given on this form and any supporting documentation is correct and complete.</p> <p>I understand that I must report any changes of circumstances that might affect this application.</p> <p>I authorise you to check the information, I have provided, with other sources as allowed by law.</p> <p>If this request is granted, I consent to East Dunbartonshire Council holding details of _____ on the list of home-educated pupils.</p> |

I understand that East Dunbartonshire council will use this information to contact myself to fulfil its duty to establish whether a suitable and efficient education is being provided to

Signature of parent/carer

Date

### Data Protection Act 1998

The information provided on this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you provide will be used to assist in the administration of your application and may be shared within East Dunbartonshire Council and other Local Education Authorities.

The information you have provided may be shared with other sections within the Council, with other Councils, Government departments, Credit Reference Agencies or others to prevent and detect fraud.

### Other Formats & Translations

**This document can be provided in large print, Braille or on audiocassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:**

**East Dunbartonshire Council  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ  
Tel: 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhadh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

## Appendix 2: Home Educated Pupils Eligible for EMA

### Students in Home Education

The Scottish Government publish updated EMA guidance annually in March. Parents should refer to the latest guidance for more details.

EMA is available to eligible young people who are undertaking full-time non-advanced level study by home education. The EMA programme will be administered for these students by the local authority in which the home education is based.

Applications should be made to the local authority.

In relation to the efficiency and suitability of education being delivered at home, local authorities should take into account the current Scottish Government guidance (<http://www.scotland.gov.uk/Resource/Doc/207380/0055026.pdf>) and the local authority's own guidance, where available.

Students applying for EMA as a home-educated student must have a history of home education prior to reaching their official school leaving date. The onus is on the applicant to provide evidence of a history of home education.

The programme for EMA across the local authority and FE sectors is largely the same. This will also be the case in relation to home education. However, given the nature of home education, there will be particular elements of the programme that will vary.

### Eligibility of Student

Students who are home educated will be subject to the same age criteria as students in the schools and Further Education sectors. Students will become eligible for an EMA from the start of the **local authority school term** under the autumn or winter intake, as appropriate. While it is recognised that home education may not follow the same terms as school or college education, this will ensure all eligible local authority students begin to receive their EMA at the same point in the year, regardless of the form of education they are undertaking. Likewise, EMA payments to home educated students should cease at the same point they would if they were in standard schooling.

Home-educated students will also be eligible to a maximum of 42 weeks of EMA support over the year in the same way as other students who are awarded an EMA.

### Eligibility of Course Learning

Eligible students can be home-educated on a full-time basis, or in conjunction with attendance at a recognised learning centre. The local authority should be content that the home education is efficient and suitable for the child, and on a full-time basis.

The course of learning should be at non-advanced level. If the student attends college courses part time as part of their home education programme, this must also be at a non-advanced level.



### **Attendance Requirements**

In order to be eligible for the weekly allowance, home-educated EMA students will be required to meet the 100% attendance requirement.

Responsibility for ensuring 100% attendance in home-education will lie predominantly with the education provider, and local authorities should refer to their existing policy on home education to ensure this is appropriate. Where a student also attends a part-time college course as part of their programme, they will be required to meet the 100% attendance criteria for that course.

### **Progression and Qualifications**

Home-educated students may not be working towards a recognised qualification. However, the programme of learning should be appropriate to the age, ability and aptitude of the student. Local authorities may choose to ensure that this remains the case throughout the student's period of eligibility.

### **Learning Agreement**

In order to receive an EMA, all students must have a signed Learning Agreement (or equivalent) in place. For home-educated students, this may be a plan of education agreed between the responsible adult and the student. The EMA Learning Agreement sets out the responsibilities of both the learning centre and the student.

The education provider should submit a Learning Agreement or similar plan of education provision to the local authority as part of the application for an EMA. Once the local authority is satisfied that this meets the Learning Agreement requirements, the EMA should be granted.

The local authority or college may discontinue EMA payments where the information supplied states that the student has failed to comply with their Learning Agreement.

### **Required Signatures**

The Learning Agreement (or equivalent) should be signed by the young person and the adult educator or parent responsible, and by a representative of the local authority if required. Where the student attends college part-time, the Learning Agreement should also be signed by an appropriate representative of the institution.

All signatories should understand fully their responsibilities within the agreement. The responsible parent/guardian and external education provider should ensure the learning agreement is clear and unambiguous about the proposed programme of learning.

Part 1 of the EMA Learning Agreement must be signed, recorded and returned to the learning centre/local authority before any weekly payments can be made.

Part 2 of the EMA Learning Agreement must be signed by the end of November for the August intake, and the end of March for the January intake, otherwise payments will be suspended.

## **Requirements**

The Learning Agreement (or equivalent) should include the main features as outlined in Appendix 4. However, this should allow for the nature of home education, e.g. that home education may not lead to a recognised qualification. References may be incorporated to documents where such things as timetabled learning programmes are set out, but this is not a prerequisite given the alternative nature of many forms of home education.

It remains the education provider's responsibility to ensure that all the criteria highlighted in the Learning Agreement are met. Local authorities may seek details of the provision as per their normal responsibilities, but should not seek to impose school or college structures, programmes or outcomes. If concerns are raised regarding the efficiency and suitability of the programme provided, then local authorities should investigate as normal. If these concerns are justified then the EMA allowance may be withheld or reviewed.

Note: A copy/original of the EMA Learning Agreement should be held by East Dunbartonshire Council and the learning provider.

## **Withholding Payments**

Education providers (for example, parents) will be required to advise local authorities to withhold payments in any week where the student does not meet the attendance criteria or other requirements set out in the Learning Agreement.

## **Retention Criteria**

For home-educated students, this would be a return to their agreed learning programme.

## **Progression / Attainment Criteria**


As students who are home educated may not be working towards a recognised qualification, learning agreements should reflect any variations made to suit home-education expectations and capabilities of students.

## **Management Information**

Local authorities should refer to guidance on the Management Information requirements for the EMA Scotland programme.

East Dunbartonshire Council will also make reference to existing policy in relation to contact with home-educated pupils. The education provider will be responsible for informing the local authority when a student fails to meet the requirements for the weekly allowance, or otherwise stops being eligible for an EMA.

## Appendix 4: Education Maintenance Allowance Learning Agreement

|  |  |
|--|--|
| <b>Home Educated Pupils</b><br><br><b>Education Maintenance Allowance Learning Agreement</b> |  sustainable thriving achieving<br><b>East Dunbartonshire Council</b><br>www.eastdunbarton.gov.uk |
|--|--|

**Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals. (You can present this information in a different format if you prefer, or provide attachments to this form with additional information)**

|                                   |                               |                                 |
|-----------------------------------|-------------------------------|---------------------------------|
| <b>Section A: Student Details</b> |                               |                                 |
| Surname                           |                               |                                 |
| First Name                        |                               |                                 |
| Sex                               | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Date of Birth                     |                               |                                 |

|  |  |
|--|--|
| <b>School Details (if applicable)</b>          |  |
| Name of School Currently / Previously Attended |  |
| Year/Stage                                     |  |

|  |          |           |
|--|----------|-----------|
| <b>Personal Details (Name of parent/carer)</b> |          |           |
| Title (Mr, Mrs, Miss, Ms, etc.)                |          |           |
| Surname  |          |           |
| First Name                                     |          |           |
| Full Address                                   |          |           |
| Post Code                                      |          |           |
| Telephone number                               | Daytime: | Mobile *: |
| Email address                                  |          |           |

| Additional Support Needs  |  |                      |
|---|--|----------------------|
| Do you consider your Young Person to have additional support needs?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |                      |
| If yes, * please give full details of young person's additional support needs.  |  |                      |
| Do you consider your child to have any needs relating to a disability?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |                      |
| Do you consider your child to have any accessibility needs/requirements? E.g. Wheelchair user, Visual Impairment, hearing impairment etc. | <input type="checkbox"/> YES <input type="checkbox"/> NO |                      |
| If yes, * please explain. Give full details of young person's accessibility issues  |  |                      |
| Education Details   |  |                      |
| Assigned Education Officer for Home education (if known)  |  |                      |
| Name of Educator(s)   |  |                      |
| SQA Reference Number:   | EMA Reference Number:                                    | Proposed Start Date: |
| Address at which education is to take place if different from above   |  |                      |
| Post Code   |  |                      |
| Telephone number  | Daytime:   | Mobile *:            |
| Email address   |  |                      |

**Section B: Educational Objectives**

Declaration to be completed by the student

- I understand the following terms and conditions (please tick):
- I must maintain 100% attendance
- I must complete at least 21 hours of learning each week
- I must complete daily registration of attendance
- I must follow the course in full and any assessment requirements for my course of study.
- I must give immediate notification of the reasons for any absences.
- I must work hard to be successful in my chosen course

**Number of guided Learning hours per week:**

|  |
|--|
|  |
|--|

Please detail Course of Study

| Subject | Level of Study | Target Result |
|---------|----------------|---------------|
|         |                |               |

## Section C: Education Plan

If you are not taking a formal qualification, you may wish to outline general objectives, which you have for each area of study.

Please detail your learning plans, content of curriculum and the learning approach(es) you will use to support progress in learning. You may wish to outline general objectives that you have in mind.

You may also give details of your short and longer-term goals.

It may be helpful to explain how you will support learning within specific subjects.

## Resources

Please list the main core resources you intend to use. (This may include books, websites, or access to other resources). If you are purchasing resources or assessments, please provide details of these. It is useful if you can provide details subject by subject. What external supports/resources do you plan to use to meet the objectives of a broad, balanced education?



**Assessment**

Please detail how you will monitor and assess progress

**Section D: Views of the Child/ Young Person**

What is the young person's understanding of the home education process? What are their preferences with regard to their education?

## Declaration by Parent or Carer and

I, as parent/carer of

\_\_\_\_\_ understand that the form will be returned to me if I fail to enclose all relevant documentation or have not completed the application form in full; and

I declare that the information that I have given on this form and any supporting documentation is correct and complete.

I understand that I must report any changes of circumstances that might affect this application.

I understand that if I give information that is incorrect or incomplete, I may be prosecuted.

I declare that, to the best of my knowledge and belief, all the information I have given in connection with the application is full and correct in every respect.

I authorise you to check the information, I have provided, with other sources as allowed by law.

|                           |  |
|---------------------------|--|
| Signature of parent/carer |  |
| Date                      |  |
| Signature of Young Person |  |
| Date                      |  |

## Glossary of Terms

**Additional Support Needs:** A child or young person has additional support needs where, for whatever reason, the child or young person is, or is likely to be, unable to benefit from school education without the provision of additional support.

**Targeted Action Plan:** A Targeted Action Plan is a plan that schools can prepare for children with additional support needs. It will detail education outcomes, supports and interventions that are planned to meet the child's needs

**Co-ordinated Support Plan (CSP):** A CSP is a plan that local authorities can prepare for children with complex needs who need multi-agency support from education as well as other agencies such as health or social work.

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