



Three
Spires
TRUST

'Life in all its fullness'

Flexi-Schooling Policy

Policy Owner	Director of Safeguarding & SEND
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Statement of intent

At Three Spires Trust, we know that for some families and under some circumstances, parents and carers (herein after referred to as 'parents') may wish for their child to receive some of their education in school, and some of their education at home – this can truly give some of our children and families the opportunity to live life in all its fullness.

While there is no automatic right for a child to receive flexi-schooling, the trust aims to work with parents where this may be necessary, in order to reach an arrangement that is mindful of the child's best interests, and allows the child to receive part of their education within the school, and the other part of their education at home.

When a child is flexi-schooled, there is always a risk that the child may not receive the broad and balanced education that they should and are entitled to receive. The school adheres to the measures outlined within this policy, and expects parents of flexi-schooled children to do so as well, in order to ensure that every child, whether flexi-schooled or not, receives a broad and balanced education.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- The Education Act 1996
- DfE (2019) 'Elective home education'
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education'
- DfE 'Working together to improve school attendance'

This policy operates in conjunction with the following policies:

- SEND Policy
- Attendance and Absence Policy
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

The Director of Safeguarding and SEND is responsible for:

- Ensuring the school has robust procedures in place for monitoring attendance, attainment and progress.
- Working with the principal to establish efficient flexi-schooling procedures, ensuring agreements are approved before flexi-schooling begins.
- Revising this policy on a biennial basis, ensuring that it remains adequate and appropriate for the needs of the trust.
- Putting arrangements in place for when the provider of the alternative and organised activity as part of flexi-schooling notifies the school of any absences of individual children.
- Assuring the board of trustees that any flexi-schooling arrangements are authentic and that they are not a form of exclusion.

The Board of Trustees is responsible for:

- Monitoring that the Director of Safeguarding and SEND is aware of the number of children who access flexi-schooling and that there are regular compliance reviews to explore their areas of responsibility within this policy.

The principal is responsible for:

- Working with the Director of Safeguarding and SEND to establish efficient flexi-schooling procedures, ensuring agreements have been approved before flexi-schooling begins.
- Granting requests for flexi-schooling where they are satisfied the parents are committed to providing adequate support for their child while they are being educated off-site.
- Signing the relevant contracts before flexi-schooling begins.

- Ensuring the child's progress, attendance, behaviour and the effectiveness of any intervention programmes are monitored.
- Ensuring parents half termly reviews about their child's attendance and progress, e.g. through progress reports or team around the child meetings.
- Collating evidence from parents to inform assessments.
- Withdrawing a flexi-schooling agreement if it is felt that any of the required conditions are not being met at home.
- **Informing the local academy committee of the number of children with a flexi-schooling arrangement in place.**

The DSL is responsible for:

- Ensuring that all safeguarding arrangements are in place and that all documentation is uploaded to MyConcern **or CPOMS**.
- Considering the safeguarding needs of the individual child and whether flexi-schooling is appropriate or whether a child could be exposed to more risk through any such arrangement

The attendance officer is responsible for:

- Ensuring that the register is accurate at all times.

Parents are responsible for:

- Keeping clear records or diaries of the activities and learning experiences that happen on flexi-schooling days.
- Providing copies of records, photographs, diaries, work, evidence and activities to the half termly review meeting.

3. Definitions

Flexi-schooling is providing a full-time education by means of a mixture of provision.

This means that parents may make a request for their child to receive part of their education and the school and part of their education at home or in other settings. Children receiving part of their education at the school through a flexi-schooling arrangement must still receive full-time education overall, and it is parents' responsibility to ensure that this duty is met.

While parents are free to request flexi-schooling arrangements, there is no legal entitlement for requests for flexi-schooling to be accepted.

4. Requesting flexi-schooling arrangements

Flexi-schooling arrangements will only be considered upon the official request of someone who has parental responsibility for a child – flexi-schooling arrangements will never be initiated by the school.

If a parent wishes for their child to receive flexi-schooling with part of their education delivered at the school, this request will be required to be made in writing to the principal. The principal

will then arrange an in-person meeting with the parent of the child to discuss the proposed flexi-schooling arrangement further.

The decision to allow a flexi-schooling arrangement to take place is solely at the discretion of the principal, and there is no right of appeal against the principal's decision.

Flexi-schooling arrangements will only be given if the principal is satisfied of the following:

- The parent is committed to providing suitable education for their child overall and is aware of their legal duty to ensure their child is educated full-time
- The education that the parent proposes to provide off-site will be of good quality, and the child will receive a broad and balanced education overall
- The arrangement will not have a significant adverse impact on the child's development, e.g. in terms of social interaction
- The arrangement will be able to work practically in terms of work set for the child
- There are no safeguarding concerns related to the welfare of the child surrounding the arrangement

If the school agrees to a flexi-schooling arrangement, an agreement will be prepared. This agreement will contain information on the following:

- Which areas of education each party will provide
- The responsible person for overseeing the non-school part of the education
- What flexibility there will be regarding special events at school which fall outside the child's usual attendance, e.g. school trips, assemblies
- What flexibility there will be regarding special events at home which fall inside the child's usual attendance, e.g. museum trips
- What arrangements will be made for assessments
- Any SEND and associated provision
- To what extent the national curriculum will be followed
- Anything else the parent and school agree to include
- Which school sessions or lessons the child will attend.

Both parties will also sign an agreement stating that they understand that the school is responsible for the child's welfare while they are at school, and the parents are responsible at all other times.

Flexi-schooling will not begin until these documents have been signed by the parents and the school.

5. Attendance and educational performance

The school will monitor progress, attendance, behaviour and the effectiveness of any intervention programmes, in line with the existing procedures for children who attend school as children with a full-time equivalent education.

Attendance at school will be mandatory for children receiving flexi-schooling for all sessions where it has been agreed the child will be present. Where children are receiving the off-site parts of their education, they will be officially entered onto the school's admissions and

attendance registers. Periods where the child is receiving education other than at the school will be marked on attendance registers as authorised absences using a “C” code.

The child’s parent will be responsible for informing the school where their child will be absent from on-site provision and where they will not be attending schooling off-site – the school will mark the attendance register in line with the Attendance and Absence Policy for absences from either provision.

The school will update parents on their child’s attendance and progress at school at least half termly through:

- Formal parent and school meetings.

The school will expect the parents to act on advice provided and work in partnership with the school to ensure that children make appropriate academic progress.

The school retains the right to withdraw an agreement at any time, e.g. if the school feels that any of the required conditions that underpin the agreement are not being met at home.

6. The school’s role in flexi-schooling

For all flexi-schooling arrangements entered into by the school, the school will:

- Monitor the attendance levels of children at school.
- Track and evaluate the attainment and progress of children at school..
- Use any evidence parents collate at home to inform their assessments of children – attainment and progress evidence will be shared between parents and the school.

The school is not responsible for the parts of education that are delivered to the child when they are off-site, as the quality and suitability of home education is the responsibility of the LA; however, the school will work with the LA wherever necessary to ensure the child’s overall education is suitable and that the proper attendance codes are used.

The school will not conduct any health and safety risk assessments of the child’s home; however, if there is evidence that a child is not safe at home, or a concern is raised either by a member of staff or the child themselves, the DSL will be informed immediately, and the school will follow the processes outlined in the school’s Child Protection and Safeguarding Policy.

7. Termination of a flexi-schooling agreement

The school will set a formal review for flexi-schooling arrangements where:

- The child’s attendance at school falls below 94%.
- The child’s attainment, performance or progress is falling below the accepted standard in areas of the child’s education for which the school has responsibility.

Where the school believes that any of the required conditions that underpin the agreement are not being met, e.g. the child is not making the expected progress, the school will withdraw the flexi-schooling agreement.

Two weeks' notice will be given to parents following a decision to terminate the agreement.

If parents do not agree with the school's decision, they will be asked to attend a meeting with the principal to discuss the reasons behind the decision.

If they still disagree following the meeting, parents will be offered the opportunity to make a complaint regarding the school's decision. All complaints will be handled in accordance with the school's Complaints Procedures Policy.

8. Monitoring and review

This policy is reviewed on a biennial basis by the Director of Safeguarding and SEND.

The next scheduled review date for this policy is **August 2027**.