

## Freedom of Information – Response – 27147

1) Please can you provide a copy of the initial contact letter sent to new home educators in your Local Authority?

Please see letter below

Dear «Parent\_Full\_Name»

**Elective Home Education (EHE) for: «Forename» «Surname» DOB: «DoB»**

We understand that you have taken the decision to electively home educate.

The EHE team would very much like to work in partnership with you. Please find attached some documents which we hope you might find helpful:

- Our parent leaflet with some general information on Elective Home Education (EHE).
- Advice on how to get started with EHE.
- A resources list with information and links to a range of educational resources and EHE groups.
- The Department for Education (DfE) EHE Guidance for Parents.
- Links to advice on keeping your child safe online.
- A safeguarding guide around private tutors, clubs, groups etc.
- A Child's View Form (for your child to complete), to help find out your child's thoughts, wishes and feelings about being home educated.

We are able to provide information about elective home education, signpost you towards useful contacts and resources and would be happy to discuss any queries you may have about your decision to electively home educate.

You live in the «Area» area, and you can find out who your contacts within the team are, by looking at the table below:

North Area	South Area	West Area
<b>Consultants:</b> Sarah Cole (sarah.cole@suffolk.gov.uk) Kathryn Smith (kathryn.smith2@suffolk.gov.uk) <b>Advisor:</b> Emma Sealy (ehenorth@suffolk.gov.uk ) <b>Business Support:</b> David Stiles (ehe@suffolk.gov.uk )	<b>Consultant:</b> Nicola Overland (nicola.overland@suffolk.gov.uk) <b>Advisor:</b> Sarah Al-Quasmi (ehesouth@suffolk.gov.uk ) <b>Business Support:</b> David Stiles (ehe@suffolk.gov.uk )	<b>Consultant:</b> Joanne Pettingale (joanne.pettingale@suffolk.gov.uk) <b>Advisor:</b> Jake Paddy (ehewest@suffolk.gov.uk ) <b>Business Support:</b> David Stiles (ehe@suffolk.gov.uk )

The local authority's Elective Home Education website can be found at [www.suffolk.gov.uk/ehe](http://www.suffolk.gov.uk/ehe). Or simply use a search engine and input 'Elective Home Education in Suffolk'.

As stated in Section 10.5 of the DfE Elective Home Education: Guidelines for Local Authorities (2019), *‘Schools must not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the statutory guidance. If the pupil has a poor attendance record, the school and local authority must address the issues behind the absenteeism and use the other remedies available to them.’*

If you feel you have been coerced into making the decision to electively home educate your child, please let us know.

We appreciate that there are many diverse approaches to educating children at home and that by its very nature, EHE cannot be judged like the education provided by schools. We are seeking to be assured that your child is receiving a full time and suitable education and so it would be most helpful if you would provide some details about:

- How your child’s learning is organised on a daily or weekly basis and how many hours your child is involved in their learning each week.
- Any resources your child is using, including the age range or key stage, and examples of activities they are undertaking.
- Your child’s interests and how well your child is engaging with the provision.
- Samples of work (or photos), particularly in the areas of literacy and numeracy and any other learning your child is undertaking.
- Books read or shared recently.
- Social and extra-curricular activities.
- How things are going, for example, progress made in any area of learning.
- What you are hoping your child will achieve this coming year.
- Any other information which you would wish to include.
- Child’s views – we would really value your child’s views about how EHE is going for them and have included a sheet that they may wish to complete.

If your child has an EHCP (Education Health Care Plan) please can you provide additional information about how you are supporting them to meet the outcomes in Section F of their plan. As this has been a change of setting, we will liaise with Family Services to arrange a review of that plan at a convenient time.

You could provide this information by completing the attached form, writing a report or email to arrange a convenient time to meet in person. It would be greatly appreciated if you could provide this information **within 6 weeks**.

We hope you enjoy the experience of educating at home.





Yours sincerely

«Letter\_from»  
Elective Home Education Consultant  
Children and Young People’s Services

If you need help to understand this information in another language please call 03456 066 067.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067	Portuguese	Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067	Lithuanian
Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067	Polish	Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067	Romanian
এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067	Bengali	Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067	Russian

If you would like this information in another format, including audio or large print, please call 03456 066 067.

2)(a) Is the initial contact letter the same whether the parent has deregistered from a school, or been home-educating from the start and you become aware of the family some other way?

The initial contact is a welcome pack and email/ letter for all. There are multiple documents attached to the email which are listed in the letter. The letter is adapted only where there are siblings and otherwise the same in all circumstances.

(b) If they are different please provide a copy of both letters.

N/A

3) When was your EHE policy last updated?

4) Were local home educators involved directly in the process of reviewing the EHE policy when it was last updated.

These are on our website, and the review date is on the documents. Website is

### [Useful resources \(EHE\) - Suffolk County Council](#)

Local home educator representatives are invited to share their views when any changes are made to policy. There were no changes made to policy when the document was last updated.

Please be advised that Suffolk County Council have removed telephone numbers from the letter enclosed within this response.

All information released in response to a Freedom of Information Act 2000 (FOIA) or Environmental Information Regulation 2004 (EIR) request is deemed to be in the public domain. As such we must consider whether or not the requested information qualifies as personal information and should therefore not be released into the public domain.

The council has determined that this is personal information and is therefore exempt from disclosure under **section 40** of the FOIA and **regulation 13** of the EIR.

The Council considered the following, including the possible consequences of disclosure for the data subjects concerned and their reasonable expectations as to the use of their data:

- expectations of the individuals concerned about personal information being put into the public domain;

- reasonable expectations - the data subjects concerned would have a legitimate expectation of privacy concerning their personal information and would not have anticipated this being put into the public domain;
- whether or not the requested information could be anonymised; and
- balancing the individual's rights and the legitimate interests - In past cases the Information Commissioner has weighed the individual's rights to privacy against the public interest in disclosure. There is no presumption in favour of releasing personal data.

This is an absolute exemption, which means that if the condition is satisfied there is no additional public interest test to consider.

In assessing fairness, the Council considered the likely consequences of disclosure of the requested information. Personal information should not be used in ways that have unjustified adverse effects on the individuals concerned. The council also considered whether such disclosure would be within the reasonable expectations of the individuals, given that any response to a request under the FOIA or EIR is deemed to be in the public domain. The council believes that in this instance it is not fair to disclose personal data and is therefore withholding the requested information under section 40 of the FOIA and regulation 13 of the EIR.