



Phoenix St. Peter Academy

Flexi-Schooling Policy

Audience:	Parents REAch2 Staff Local Governing Bodies
The policy owner is:	REAch2 Central Team
Other related policies:	SEND Policy Attendance & Punctuality Child Protection and Safeguarding Policy
This policy was ratified by the REAch2 Trust Board on:	Unknown
This policy was ratified by the Governing Body of Phoenix St. Peter Academy on:	06.09.2024

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



Aspiration

Courage

Creativity

Kindness

Statement of intent

Phoenix St. Peter Academy understands that, under some circumstances, parents may wish for their child to receive some of their education in school, and some of their education at home.

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

When a pupil 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 pupils to do so as well, to ensure that every pupil, whether flexi-schooled or not, receives a broad and balanced education.

1. Legal framework

1.1 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 (2007) 'Elective home education'
-  DfE (2018) 'School attendance'

1.2 This policy operates in conjunction with the following school policies:

-  SEND Policy
-  Flexi-schooling Agreement
-  Attendance Agreement
-  Attendance and Truancy Policy
-  Child Protection and Safeguarding Policy

2. Roles and responsibilities

2.1 The governing board is responsible for:

-  Putting arrangements in place for when the provider of the alternative activity as part of flexi-schooling notifies the school of any absences of individual pupils.
-  Ensuring the school has robust procedures in place for monitoring pupil attendance, attainment and progress.
-  Working with the headteacher to establish efficient flexi-schooling procedures, ensuring agreements are approved before flexi-schooling begins.
-  Approving this policy on an annual basis, ensuring that it remains adequate and appropriate for the needs of the school.

2.2 The headteacher is responsible for:

- Working with the governing board 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 pupil's progress, attendance, behaviour, and the effectiveness of any intervention programmes are monitored.
- Ensuring parents receive termly updates on their child's attendance and progress, e.g. through progress reports.
- Collating evidence from parents to inform pupil assessments.
- Providing parents with copies of weekly planning to ensure they can plan flexi-day activities for pupils.
- Withdrawing the Flexi-schooling Agreement if it is felt that any of the required conditions are not being met at home.
- Reviewing this policy on an annual basis, ensuring it remains adequate and appropriate for the needs of the school.

2.3 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 or diaries, pupil's work, evidence, and activities to the class teacher and bringing these to termly parents' evenings.
- Attending termly group meetings with other parents and school staff regarding flexi-schooling to share good practice.

3. Definitions

Flexi-schooling is providing a full-time education by means of a mixture of provision. This can be done in a number of ways, including:

- Informal flexi-schooling:** Legally, the pupil is home educated and "dips into" other provision.
- Formal flexi-schooling:** The overall responsibility for the education is that of the school; therefore, the off-site education and the person(s) providing it must be approved by the school. Full-time education is provided through a blend of home education and part-time school attendance (Attendance code C – authorised absence). When home education is being carried out, parents are fully responsible for the learning and safeguarding of the child.

4. The role of the school

For flexi-schooling to work well, it is important that the school and parents work together. To this end, the school is committed to the following principles:

- 🌟 Attendance levels of pupils will be monitored, and should attendance fall below 97 percent, the flexi-schooling agreement will be reviewed.
- 🌟 Attainment and progress of pupils will be tracked, and if the headteacher has concerns about progress or attainment in any area of learning, the flexi-schooling agreement will be reviewed.
- 🌟 The school will use any evidence parents collate at home to inform their assessments of pupils – attainment and progress evidence will be shared between parents and the school.
- 🌟 The school will provide parents with copies of weekly planning to ensure parents can plan flexi-day activities to support their child’s learning.

5. Arranging flexi-schooling

If a parent wishes to flexi-school, it needs to be approved by the headteacher. This will only be given if the headteacher is satisfied that the parent(s) are committed to providing adequate support for their child while they are being educated off-site – this is the case whether or not their child has SEND.

If the school agrees to a flexi-schooling arrangement, a Flexi-schooling Agreement will be prepared. The contract 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 pupil’s usual attendance, e.g. school trips, assemblies
- 🌟 What flexibility there will be regarding special events at home which fall inside the pupil’s usual attendance, e.g. museum trips
- 🌟 What arrangements will be made for pupil assessment
- 🌟 Any SEND and associated provision
- 🌟 To what extent the national curriculum will be followed
- 🌟 Anything else the parent(s) and school agree to include

There will also be an attendance agreement stating which school sessions/lessons the pupil will attend. Flexi-schooling will not begin until these documents have been signed by the parents and the school.

Both parties will sign an agreement stating that they understand who is responsible for the pupil’s welfare at which times. Clearly, the school is responsible for the pupil’s welfare while they are at school, and the parents are responsible at all other times.

The school will monitor progress, attendance, behaviour, and the effectiveness of any intervention programmes, in line with the existing procedures for full-time equivalent pupils.

The school has arrangements in place whereby the provider of the alternative activity (the child’s parent(s)) notifies the school of any absences by individual pupils.

The school records the pupil’s absence using the relevant absence codes.

It is acceptable in law to assume that a child is safe with their own parents unless there is evidence to the contrary. In other words, risk and safety assessments of the home are not required even if they would be required of another setting if the non-school provision was in another setting.

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 processes outlined in the school's Child Protection and Safeguarding Policy will be adhered to.

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

-  Progress reports.
-  Formal parent and school meetings.
-  Informal communications.

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

The school retains the right to withdraw a Flexi-schooling Agreement at any time. For example, if the school feels that any of the required conditions that underpin the agreement are not being met at home.

6. Termination of a flexi-schooling agreement

Where the school believes that any of the required conditions that underpin the agreement are not being met, e.g. the pupil 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 headteacher 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 Policy.

7. Monitoring and review

This policy is reviewed on an annual basis by the governing board and the headteacher.

The next scheduled review date for this policy is September 2025.