



# Flexi-School Policy

Policy Reviewed	<b>September 2024</b>
Renewal date	<b>September 2025</b>

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## **Statement of intent**

St Levan School 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, in order 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, in order to ensure that every pupil, whether flexi-schooled or not, receives a broad and balanced education.

## 1. **[Updated]** Legal framework

**[Updated]** 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 (2022) 'Working together to improve school attendance'
- **[Updated]** DfE (2023) 'Keeping children safe in education 2023'

This policy operates in conjunction with the following school policies:

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

## 2. Roles and responsibilities

The governing board is responsible for:

- 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.
- 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.

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 regular updates on their child's attendance and progress.
- Collating evidence from parents to inform pupil assessments.
- Providing parents with copies of weekly planning, when requested, to ensure that they can plan flexi-day activities for pupils.

- Withdrawing a 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.

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 headteacher and bringing these to **termly** parents' evenings.
- Attending group meetings, where offered, 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 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. Pupils 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 headteacher. The headteacher 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 headteacher, and there is no right of appeal against the headteacher's decision.

Flexi-schooling arrangements will only be given if the headteacher 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 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 and school agree to include
- Which school sessions or lessons the pupil will attend.

Both parties will also sign an agreement stating that they understand that the school is responsible for the pupil'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 full-time equivalent pupils.

Attendance at school will be mandatory for pupils receiving flexi-schooling for all sessions where it has been agreed the pupil will be present. Where pupils 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 pupil is receiving education other than at the school will be marked on attendance registers as authorised absences in line with the Attendance and Absence Policy.

The pupil'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 (as per the school's annual timeline) on their child's attendance and progress at school through:

- Progress reports; verbal or written.
- 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 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 pupils at school.
- Track and evaluate the attainment and progress of pupils at school.
- 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.
- Provide parents with an outline of planning (as requested) to ensure parents can plan flexi-day activities to support their child's learning.

The school is not responsible for the parts of education that are delivered to the pupil 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 pupil'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 pupil'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:

- Pupils' attendance at school falls below **97%** in a 12-month period.
- Pupils' attainment, performance or progress is falling below the accepted standard in areas of the pupil'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 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 Procedures Policy.

## **8. 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**.



## Flexi-Schooling Agreement

**This Agreement is made between:**

**School Name:** St Levan School

**Address:** The Bottoms, St Levan, Penzance, Cornwall TR19 6HD

**Phone Number:** 01736 810486

**Email:** [head@st-levan.cornwall.sch.uk](mailto:head@st-levan.cornwall.sch.uk)

**And**

**Parent(s)/Guardian(s):**

**Child's Name:**

**Date of Birth:**

**Address:**

**Date:**

### **1. Purpose of the Agreement**

This Agreement outlines the terms of the flexi-schooling arrangement for [Child's Name], in accordance with the relevant legislation and school policies.

### **2. Flexi-Schooling Arrangement**

School Attendance: [Specify the days and sessions the child will attend school]

- Home Education: [Specify the educational provisions the parents will provide at home or other settings]

- Responsible Person for Home Education: [Insert name of the responsible person]

### **3. Parent Responsibilities**

As a parent, you agree to:

- Maintain clear records of activities and learning experiences on flexi-schooling days.

- Provide copies of these records to the headteacher and bring them to termly meetings.

- Attend group meetings with other parents and school staff regarding flexi-schooling as required.

#### **4. School Responsibilities**

The school agrees to:

- Monitor the child's attendance, progress, and behaviour in line with school policy.
- Provide regular updates on the child's attendance and educational performance.
- Share planning outlines to assist parents in organising flexi-day activities.

#### **5. Agreement Conditions**

Both parties acknowledge that:

- Flexi-schooling will not commence until this agreement is signed by both the school and the parents.
- The school retains the right to withdraw the agreement if any conditions are not met.
- Parents are responsible for ensuring that the child receives a full-time education.

#### **6. Review and Termination**

- This agreement will be reviewed annually.
- The school may terminate this agreement with two weeks' notice if the child's attendance or performance falls below acceptable standards.

#### **7. Acceptance of Terms**

By signing below, both parties agree to the terms outlined in this flexi-schooling agreement.

##### **For the School:**

Name: Mrs Jodie Flynn, Headteacher

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

##### **For the Parent(s)/Guardian(s):**

Name: [Parent's Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return a signed copy of this agreement to the school office.*