**Elective Home Education: Learning Information Form Explanatory Notes**

These notes are a guide to assist you in completing the Learning Information form and to clarify what information will help us to assess your child’s education. You do not have to provide the information in this format and can provide it in a different format if you wish, but it may help you to ensure that you provide enough detail if you do so.

If you would like to include additional information about your education~~al~~ provision or aims or philosophy, please do so on a separate sheet

The Local Authority asks for information about the education which you are providing to your child, in order to fulfil its Education Act 1996 duty to identify children who are not in receipt of suitable education.

Our assessment of whether the education is suitable, efficient, and full-time takes the following factors into account:

* Where the education takes place
* When the education takes place
* Resources and materials used
* Educational content
* Detailed information about learning and progress
* Whether the education is appropriate for the child’s age, ability, aptitude, and any special needs that the child may have.
* The child’s individual interests and future choices
* The child’s engagement with their education provision
* Access to accreditation where this is appropriate
* Access to education that will support the child to become independent later in life
* Opportunities for socialisation and interaction

Section 1:

**Please use this page to provide us with details about your child and your reasons for choosing to home educate.**

This helps us to understand your child’s needs and provides an indication of whether you view EHE as a long or short-term option for your child. You will only ned to do this when you are new to EHE unless anything changes.

Sections 2 and 3:

**Please use these sections to provide us with details about the content of your child’s education:**

1. **The topics covered and time spent learning**

2i) the topics your child is currently studying with particular reference to maths (this can be topics such as algebra, place value, long multiplication, or practical maths) and English (e.g., phonics, reading, comprehension, named reading books, writing and communication) as these are important elements of a child’s education

2ii) the amount of time your child spends learning**.** There is no legal definition of ‘full-time’ in terms of education at home or at school but an overview of the amount of learning time is necessary in order to understand whether the education is full-time.

1. **The resources you are using to support your child’s education**

Naming specific resources (e.g., books or websites particular to age/ability) will help us to gain a picture of your child’s attainment in different subject areas, and whether the education is suitable to their age, ability, and aptitude. If your child has a tutor, is taking any online courses or is accessing learning sessions with any provider outside the home it will help our assessment if you provide a report from them outlining the resources being used, topics covered and any information about their record of progress.

Section 4:

**Please use this section to tell us how you are supporting your child’s education and monitoring their progress.**

This will help us to assess the suitability of the education being provided.

1. how do you assess your child’s learning and what strategies are you using to support your child with any difficulties which they encounter (especially when learning new topics or acquiring new skills)? If your child does not make expected progress, how are you helping them to overcome any barriers to their learning?

ii)how do you monitor your child’s progress? This will be important when later considering your child’s education over time (i.e., in future reviews, you will be able to outline your child’s achievements and areas which they found difficult).

Section 5:

**Please use this section to show us what learning is taking place**.

Parents may choose to provide samples of work in this section, as this supports our evaluation of the suitability and efficiency of the education being provided. Samples of work can be shared in person or electronically. There is no obligation to provide samples, however doing so can often help us to assess your child’s current attainment and progress over time. It is important that the information which you provide is detailed, as without detailed information about your child’s provision, engagement, and progress, we may not be able to fully assess the efficiency and suitability of the education provided.

Section 6:

**Please use this section to provide additional information about:**

1. the extra-curricular, social activities you are providing for your child
2. any other adults who will be taking responsibility for your child’s education iii) your child’s view of the education being received
3. anything else that you feel is relevant to your child’s current education

Please contact us at EHE@leeds.gov.uk if you require any additional support or have any further questions regarding the information we require.

# Elective Home Education - Learning Information Form

Please complete and return this form with as much detail as possible. If you would like to include additional information which cannot be added to this form, please do so on a separate sheet. Please return the completed form by email to EHE@leeds.gov.uk or to the address at the end of the form.

**Section 1:** **Your details**

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| --- | --- | --- | --- |
| Child’s full name: | **Click or tap here to enter text.** | Date of Birth:  Click or tap to enter a date. | Gender:  Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | |
| Name of parent(s)/carer(s) | Click or tap here to enter text. | | |
| Email address: | Click or tap here to enter text. | | |
| Day time phone number: | Click or tap here to enter text. | | |
| Mobile number: | Click or tap here to enter text. | | |
| Address your child will be educated at (if different from above): | Click or tap here to enter text. | | |
| Language spoken at home: | Click or tap here to enter text. | | |
| Does your child have an Educational Health Care Plan (EHCP) or any medical needs that have an impact on his/her education?  Click or tap here to enter text. | | | |
| Please indicate your reason(s) for your decision to educate your child at home:  Click or tap here to enter text. | | | |
| Did you discuss your choice to home educate with your child’s former school? Who was the school contact?  Click or tap here to enter text. | | | |

**Section 2: Details about the content of your child’s education**

Section 7 of the Education Act 1996 states that” the *parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to his/her age, ability, and aptitude, and to any special educational needs he/she may have either by regular attendance at school or otherwise”.*

|  |
| --- |
| **Please provide details about:**     1. **the subjects your child is studying (with particular reference to current topics being covered in maths and English)** 2. **the amount of learning time (e.g., on a daily or weekly basis)**   Click or tap here to enter text. |

## Section 3. Resources being used

**Please outline the specific resources being used to support your child’s education (these may include named workbooks, textbooks, websites, physical/practical resources for maths, science, art, life skills etc).** If your child has a tutor, is taking any online courses or is accessing learning sessions with any provider outside the home please include information about this learning. It will be helpful if you can provide a report from them outlining the resources being used, topics covered and any information about their record of progress.

Click or tap here to enter text.

## Section 4: Supporting education and monitoring progress

|  |
| --- |
| **Please provide information about how you are:**   1. **supporting your child with any difficulties which they may encounter (particularly when learning new topics or acquiring new skills** 2. **monitoring their progress**   Click or tap here to enter text. |

**Section 5: Your child’s learning**

**Please provide information to detail the learning that is taking place. You are welcome to share examples / samples of your child’s work. This can include photographs, screenshots, printouts, photocopies and can be sent as email attachments, hard copies posted or shown at a meeting with an EHE Team member. You may wish to attend an EHE community forum and share detail of learning as a celebration. This will provide a more complete picture of your child’s learning and help to demonstrate the suitability of his/her current education.**

Click or tap here to enter text.

## Section 6: Additional information

|  |
| --- |
| **Please indicate the provision you will be making for your child to have regular social contact with other**  **children and adults including any trips, social events, or sports groups your child attends.**  Click or tap here to enter text. |
| **Please provide information about any other adults who contribute to your child’s learning and describe their role.**  Click or tap here to enter text. |
| **Please ask your child their view of their home education and share it here:**  Click or tap here to enter text. |
| **Please provide any other relevant information you would like to share with the Local Authority**  Click or tap here to enter text. |

**Data Protection Statement**

In accordance with the Data Protection Act 1998, we must inform you of the following:

By signing this form, you are giving your consent for Leeds City Council Children's Services to process the information detailed in this form for education purposes. This information may be shared, not only with other areas within Leeds City Council, but with other relevant professionals / bodies, such as the National Health Service and the Department for Education. However, this will only be done in accordance with legitimate business requirements and only where necessary.

**Signature of Parent/Carer:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.