

Elective Home Education (EHE)

It is a parent or carer's choice to take legal and financial responsibility for their child's education out of a school setting (at home or otherwise). Parents are not required to seek approval from the local authority to start home education unless their child attends a maintained special school as stated on their EHCP.

Where a child is enrolled at a school, the Attendance and EHE Advisory team asks that parents/carers inform the school that they are going to home educate in writing and request their name be removed from the school roll. The team will then carry out an annual suitability check inline with DfE guidance.

ehe@solihull.gov.uk or 0121 704 6191

Children Missing Education & Pupil Tracking

Children not receiving a suitable education are at increased risk of a range of negative outcomes that could have long-term damaging consequences for their life chances. In Solihull, we are committed to ensuring that all pupils who go missing from schools in the local authority, or who disappear from other counties and may have arrived in Solihull, are speedily located.

It is our duty to make arrangements to establish (as far as it is possible) the identities of children in their area who are of compulsory school age and not receiving a suitable education (i.e. children missing education).

cme@solihull.gov.uk or 0121 704 6191

Exclusions and Suspensions

Exclusion is a term that includes *suspensions* and *permanent exclusions* from school.

The Advisory team for Vulnerable Children in Education work proactively to prevent children and young people from exclusion by addressing the cause of the behaviour and use solution focused approaches to work together.

vce@solihull.gov.uk or 0121 704 6021

The Child Employment and Exclusions team provides advice and support to all schools and families about the exclusions process.

exclusions@solihull.gov.uk or 0121 704 6171

Child Employment and Performance licences

We need to know about all children who are of school age and are employed. The work must be suitable and not affect the child's health and education. If a performance or event needs a child performance licence the chaperone must be approved by the child's local council. Solihull MBC only issues chaperone licences to applicants who reside and pay their Council Tax to Solihull MBC.

A child may need a licence if they're under school leaving age and taking part in: films, plays, concerts or other public performances that the audience pays to see, or that take place on licensed premises, or any sporting events or modelling assignments where the child is paid.

**childemploymentandlicensing@solihull.gov.uk
or 0121 704 6171**



Education Participation Advisory Service (EPAS)



**Council House
Manor Square
Solihull
B91 9QU**

www.solihull.gov.uk/schools-and-learning

Who are the Education Participation Advisory Service?

The Education Participation Advisory Service serves to champion the rights of all statutory school age children, to have access to a suitable, full-time education.

Our teams of highly motivated, knowledgeable professionals provide advice and guidance and challenge to children, their families, schools and education providers, along with other agencies and services to address barriers that may prevent children from accessing their education.

There are 4 teams within the service :

- ◆ Advisory Team for Vulnerable Children in Education
- ◆ Attendance and EHE Advisory Team (includes CME)
- ◆ Child Employment and Exclusions Team
- ◆ Attendance Enforcement Team

Attendance

The Attendance and EHE Advisory team provides advice and guidance to all schools and families about managing school attendance and legal intervention for school absence. Ensuring that children have good attendance at school is fundamental in all that we do.

It is well documented that good attendance at school leads to positive life outcomes and improved educational attainment.

This is why attendance is
EVERYONE'S business:

- **Parents/carers** are expected to ensure that their children attend school each day that school is open unless their absence is unavoidable (e.g. illness).
- **Headteachers** are expected to consider each absence and determine whether the absence should be authorised or not.
- **Schools** should have clear attendance policies which are communicated regularly to parents and well-embedded processes and support systems in place to identify and help children and young people who are finding attendance at school difficult.

In some cases where a school has taken all possible action to improve a child's attendance, and no improvement is being seen, it may be necessary to seek support from the Attendance and EHE Advisory Team.

There is a named officer with responsibility for attendance at each school. Regular meetings should ensure that problems and issues are picked up in the early stages. Schools, families and other agencies can contact the Attendance and EHE Advisory team for advice and guidance.

attendanceenquiries@solihull.gov.uk
or 0121 704 6191

Legal action will usually be the last resort, however, the Attendance Enforcement Team may undertake legal steps against parents/carers who are failing to ensure that their children attend school regularly, upon referral from head teachers.

attendanceenforcement@solihull.gov.uk
or 0121 704 6131

Part-time timetables

All children have the legal right to receive a suitable education - which should be full-time. We believe that every child matters and the Attendance and EHE Advisory team work with schools to ensure all children have access to a high quality inclusive education which empowers them to lead independent and successful lives.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual need. The Local Authority collects part-time timetable information from all schools. These are monitored by our officers to ensure they are time-limited and used appropriately by schools. In cases where a part-time timetable is used this must have agreement from all parties i.e parents/carers, school and child.

attendanceenquiries@solihull.gov.uk
or 0121 704 6191