



Flexi-schooling Policy

September 2024

Document Number:	OAK114
Version Number:	1
Responsibility:	Headteacher
Date Reviewed:	Autumn 2024
Admin Use	
Approval Date:	
Approval Meeting:	OLGB 24Su2
Scheduled Review Date:	
Scheduled Review Meeting:	OLGB 25Su2

Change Log

Contents

Change Log..... 2

Contents.....3

Statement of intent.....4

1. Legal framework.....5

2. Roles and responsibilities.....5

3. Definitions.....6

4. Requesting flexi-schooling arrangements..... 6

5. Attendance and educational performance..... 7

6. The school’s role in flexi-schooling..... 7

7. Termination of a flexi-schooling agreement..... 8

1.13. 8. Monitoring and review..... 8

Statement of intent

Oakfield Academy understands that, under various circumstances, parents may require their child to receive parts of their education in school, and the rest of their education at home to meet their continuing education and family needs.

The school does not operate an automatic right for any pupil to receive Flexi-Schooling. However, the school aims to collaborate with parents where this may be necessary or on request, to reach an arrangement that is mindful of the pupil's best interests. This policy aims to allow the pupil to receive part of their education within a school environment, specifically this school, and the remaining education at home.

When a pupil is Flexi-Schooled, there is a risk that the child may not receive the broad and balanced curriculum/education that they require and are entitled to receive as laid down by government policies and guidelines. The school will adhere to the measures outlined within this policy, and it is expected of parents of Flexi-Schooled pupils to do so in the same manner. This will ensure that every pupil, whether Flexi-Schooled or not, receives the education they require and excels in their learning journey.

1. Legal Framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - 1.1.1. The Education (Pupil Registration) (England) Regulations 2006 (as amended).
 - 1.1.2. The Education Act 1996.
 - 1.1.3. DfE (2019) 'Elective home education'.
 - 1.1.4. DfE (2022) 'Working together to improve school attendance'.
 - 1.1.5. DfE (2023) 'Keeping children safe in education 2023'.
- 1.2. This policy operates in conjunction with the following school policies:
 - 1.2.1. SEND Policy.
 - 1.2.2. Parental Attendance Agreement.
 - 1.2.3. Attendance and Absence Policy.
 - 1.2.4. Child Protection and Safeguarding Policy.
 - 1.2.5. Complaints Procedures Policy.

2. Roles and Responsibilities

- 2.1. The governing board is responsible for:
 - 2.1.1. Ensuring the school has robust procedures in place for monitoring pupil attendance, attainment and progress.
 - 2.1.2. Working with the Headteacher to establish efficient Flexi-Schooling procedures, ensuring agreements are approved before Flexi-Schooling begins.
 - 2.1.3. Approving this policy on an annual basis, ensuring that it remains adequate and appropriate for the needs of the school.
 - 2.1.4. 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.
- 2.2. The Headteacher is responsible for:
 - 2.2.1. Working with the governing board to establish efficient flexi-schooling procedures, ensuring agreements have been approved before Flexi-Schooling begins.
 - 2.2.2. Granting requests for Flexi-Schooling where they are satisfied that parents are committed to providing adequate support for their child/children while they are being educated off-site.
 - 2.2.3. Signing the relevant contracts before Flexi-Schooling begins.
 - 2.2.4. Ensuring the pupil's progress, attendance, behaviour and the effectiveness of any intervention programmes are monitored.
 - 2.2.5. Ensuring parents receive timely updates on their child's attendance and progress, e.g. through progress reports.
 - 2.2.6. Collating educational evidence from parents to formulate pupil assessment criteria.

- 2.2.7. Providing parents with copies of weekly planning to ensure they can plan Flexi-Day activities for pupils.
- 2.2.8. Withdrawing a Flexi-Schooling agreement if it is felt that any of the required conditions are not being met at home.
- 2.2.9. Reviewing this policy on an annual basis, ensuring it remains adequate and appropriate for the needs of the school and its pupils.

2.3. Parents are responsible for:

- 2.3.1. Keeping clear records or diaries of the activities and learning experiences that happen on Flexi-Schooling days.
- 2.3.2. Providing copies of records or diaries, pupil's work, evidence and activities to the Headteacher and bringing these to parents' evenings.

3. Definitions

- 3.1. Flexi-Schooling is providing a full-time education by means of a mixture of provision.
- 3.2. 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.
- 3.3. While parents are able to request Flexi-Schooling arrangements, there are no legal obligations or entitlements for such requests to be accepted by the school or its Headteacher.

4. Requesting Flexi-Schooling Arrangements

- 4.1. Flexi-schooling arrangements will only be considered upon the official request of someone who has parental responsibility for a child – Flexi-Schooling arrangements will not be initiated by the school in any instance.
- 4.2. If a parent wishes for their child/children to receive Flexi-Schooling with part of their education delivered at the school, their request will be required to be made in writing for the attention of the Headteacher. The Headteacher will then arrange a face to face meeting with the parent of the child/children to discuss the proposed Flexi-Schooling arrangement further.
- 4.3. The decision to allow a Flexi-Schooling arrangement to take place is solely at the discretion of the Headteacher, the Headteacher's decision is final with no right to appeal.
- 4.4. Flexi-Schooling arrangements will only be given if the Headteacher is satisfied of the following:
 - 4.4.1. The parent is committed to providing suitable education for their child/children overall and is aware of their legal duty to ensure their child/children is educated full-time.

- 4.4.2. The education that the parent proposes to provide off-site will be of good quality, and the child/children will receive a broad and balanced education overall.
 - 4.4.3. The arrangement will not have a significant adverse impact on the child's/children's development, e.g. in terms of social interaction.
 - 4.4.4. The arrangement will be able to work practically in terms of work set for the child/children.
 - 4.4.5. There are no safeguarding concerns related to the welfare of the child/children surrounding the arrangement.
- 4.5. If the school agrees to a Flexi-Schooling arrangement, an agreement will be prepared. This agreement will contain information on the following:
- 4.5.1. Which areas of education each party will provide.
 - 4.5.2. The responsible person for overseeing the non-school part of the education.
 - 4.5.3. What flexibility there will be regarding unique events at school which fall outside the pupil's usual attendance, e.g. school trips, assemblies.
 - 4.5.4. What flexibility there will be regarding unique events at home which fall inside the pupil's usual attendance, e.g. museum trips.
 - 4.5.5. What arrangements will be made for pupil assessment.
 - 4.5.6. Any SEND and associated provision.
 - 4.5.7. To what extent the national curriculum will be followed.
 - 4.5.8. Anything else the parent and school agree to include.
 - 4.5.9. Which school sessions or lessons the pupil will attend.
- 4.6. 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.
- 4.7. Flexi-Schooling will not begin until these documents are signed between the parents and the school.

5. Attendance and Educational Performance

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.

- 5.4. The school will update parents on their child's attendance and progress at school at least termly through:
 - 5.4.1. Progress reports.
 - 5.4.2. Formal parent and school meetings.
 - 5.4.3. Informal communications.
- 5.5. 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.
- 5.6. 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

- 6.1. For all Flexi-Schooling arrangements entered into by the school, the school will:
 - 6.1.1. Monitor the attendance levels of pupils at school.
 - 6.1.2. Track and evaluate the attainment and progress of pupils at school.
 - 6.1.3. 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.
 - 6.1.4. Provide parents with copies of weekly planning to ensure parents can plan Flexi-Day activities to support their child's learning.
- 6.2. The school is not responsible for the parts of education that are delivered to the pupils' when they are off-site, as the quality and suitability of home education is the responsibility of the Local Authority (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.
- 6.3. The school will not conduct any health and safety risk assessments of the pupils' 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 pupils' 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

- 7.1. The school will set a formal review for flexi-schooling arrangements where:
 - 7.1.1. Pupils' attendance at school falls below 97 percent.
 - 7.1.2. Pupils' attainment, performance or progress is falling below the accepted standard in areas of the pupil's education for which the school has responsibility.
- 7.2. Where the school believes that any of the required conditions that underpin the agreement are falling short of the outlined criteria, e.g. the pupils are not making the expected progress, the school will withdraw the Flexi-Schooling agreement.

- 7.3. Two weeks' notice will be communicated in writing to parents following a decision to terminate the agreement.
- 7.4. If parents do not agree with the school's decision, parents will be offered to attend a meeting with the Headteacher to discuss the reasons behind the decision to terminate the agreement.
- 7.5. If the parents still disagree following the meeting, parents will receive advice to raise a complaint regarding the school's decision in line with the 'Complaints Procedures Policy.' All complaints will be managed in accordance with the school's 'Complaints Procedures Policy.'

8. Monitoring and Review

- 8.1. 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.

1.2.