



Lavington Park Federation

Flexi schooling policy

based on WSCC Model Policy

Reviewed by: Headteacher September 2026

Approved by: Governing Board 15th October 2026

Next Review: Autumn 2027

At Graffham CE Infant and Duncton CE Junior Schools, we offer an inclusive learning environment where there is a strong emphasis on parent/carer partnerships. Children are taught to work and learn co-operatively, have respect for each other and their environment within an ethos of high expectation and aspirations.

Background to Flexi Schooling

In April 2019 the DfE issued “Elective Home Education – Departmental Guidance for Local Authorities”. This refers to the term Flexi Schooling in the following paragraphs: “Although children being home-educated are not normally registered at any school, parents sometimes choose to make arrangements for a child to receive part of the total provision at a school - the purpose of this will often be to provide education in specific subjects more easily than is possible at home. Such arrangements are sometimes known as ‘flexi-schooling’. Schools are under no obligation to agree to such arrangements, but some are happy to do so. When a child is flexi-schooled, the parents must still ensure that the child receives a suitable full-time education but the element received at school must be taken into account in considering whether that duty is met, just as it should be when a child attends other settings on a part-time basis as described above. Bearing that in mind, this guidance applies as much to children who are flexi-schooled as it does to others who are educated at home.

Parents who choose to educate a child in these ways rather than sending the child to school full-time take on financial responsibility for the cost of doing so, including the cost of any external assistance used such as tutors, parent groups or part-time alternative provision. If the child attends state-funded school for part of the week, that will have no cost to the parents.

The responsibility for flexi schooling lies with the school and not the local authority. Lavington Park Federation Governing Board has adopted this general approach and states that each request will be considered individually and on its own circumstances. Where there is a complex case two representatives from the Governing Board may be asked to consider a request alongside the Head Teacher and the Assistant Headteachers.

As a school, we follow the West Sussex information and Guidance on Flexi-Schooling provided by the Education and Skills Pupil Entitlement Investigation Team.

Lavington Park Federation Governing Board believes:

- our inclusive ethos can accommodate most learners
- children within its community benefit from attending school full time so that they can make the most of its broad and creative curriculum. A curriculum that is designed to meet the needs of its learners.
- we meet the needs of all learners in terms of exploring their potential
- we support to parents/carers in terms of supporting their child both academically and socially (a holistic approach)
- we give children great opportunities to acquire new knowledge and skills and allows children to apply these skills in a variety of ways, preparing them for life.
- we work hard to raise standards and levels of achievement and this is best done within its school community
- That we teach skills for life – attendance, punctuality, resilience. tolerance, friendship and kindness.

If Flexi-Schooling is agreed (exceptional circumstances):

- The school will work hard to maintain a smooth transition between education at home and education at school so that the child remains happy, supported and challenged.
- If it appears that parent/carers are not providing a suitable education as agreed between the school and the parent, the school may ask the parent to take remedial action. If the parent declines to do so or the school is still concerned about the provision of education at home, the school may withdraw its agreement to the flexi schooling arrangement. The child would then be required to attend school on a full-time basis.
- The school will have a formal written agreement with the parents/carers about the flexi schooling arrangements so that expectations and understandings are clear for both parties. Such an agreement might include sections on:
 - Rationale for flex-schooling is considered appropriate for the child
 - What days/sessions the child will attend school
 - How absences will be monitored and recorded or special events attended
 - Recommended planning/review meetings
 - Arrangements for an exit strategy
 - How disputes will be resolved
 - Children with a statement of special educational needs will have their statement reviewed annually, or sooner if appropriate.

General Comments

Marking of the register

- On the sessions the child is not in school the register will be marked with a Code C – ‘authorised absence’

Absences from school

- Parents will follow the normal school procedures and inform the main school office if the child is to be absent from school when expected to attend and why.
- Parents will notify the school if the child was unwell on the days/times the child was being home educated so the record of attendance can reflect this.
- The school will follow up any unexpected or unexplained absence in the same way as it does for other children.

Employing other people to educate

If a parent chooses to employ other people to educate their child at home, they are responsible for making sure that those whom they engage are suitable to have access to children.

Parent consultation meetings

Parents are welcome to make meetings with the class teacher as required, as well as the termly parent consultation meetings.

Informing the Local Authority

School will notify the Local Authority (LA) of the flexi-schooling arrangement and continue to liaise with the LA whilst the arrangements continue to be in place.

Monitoring flexi-schooling

If it appears to the school that the parents/carers are not providing a suitable education as agreed the school may ask the parent/carer to take remedial action. If the parent/carer declines to do so or the school remains concerned about the provision, the school may withdraw its agreement to the flexi-schooling arrangement. Any notice of withdrawal will be made in writing by the school.

Ending the Flexi-schooling Agreement

The flexi-schooling arrangements will be reviewed by the school with the parents at the end of each half term. The agreement will cease when both parties are happy that Flexi-schooling is no longer a necessary provision. Ideally a minimum of one-week notice will be given to end the agreement to allow for a smooth transition.

Queries or Complaints

Parents are encouraged to raise any queries or concerns with the school. If the parent feels they wish to discuss the matter further, then they should contact the main school office to make an appointment with the Headteacher.

All parties named below agree to the contents of this flexi-schooling agreement and have signed and dated to confirm this.

 Education and Skills Pupil Entitlement – Investigation

Appendix 1:

FLEXI-SCHOOL AGREEMENT

This document is a formal agreement. It sets out the rationale, expectations and understandings of the flexi-schooling arrangement in place for the child named below.

Child Name		DOB:	
Parent Names			
School Representative			
<i>Rationale – offer comment as to why flexi-schooling is considered appropriate for the child:</i>			
<i>Agreed Attendance at school (enter details of the agreed school attendance including days/times)</i>			
<i>Assessments (enter details of when any assessments are planned to occur)</i>			

 Education and Skills Pupil Entitlement – Investigation

<i>Procedure for flexibility around special events which fall outside the normal arrangement – enter details as to how notification from either party should be made.</i>
<i>Examination Costs – detail the agreement as to who will meet the cost of exams if relevant.</i>

Parent Name

Parent Signature _____

School Rep. _____

Signature

Date _____