

**Elective Home Education**

**Outline Plan Form**

We would appreciate receiving some basic information from you regarding the home education of your child, however you are not obliged to provide this. Please complete this form, or send details in an alternative format.

**Child/Children**

|  |  |
| --- | --- |
| Name/s: |  |
| Address: |  |
| Postcode: |  |
| Date of birth: |  | Ethnicity: |  |
| Does the child have a Statement of Educational Needs/Education and Health Care Plan? | YES [ ]  NO [ ]  |
| Do we have permission to share your decision to home educate your child, with your GP? | YES [ ]  NO [ ]  |
|  |

**Parents/Carers**

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Relationship to Child: |  |  |
| Address:(if different to above) |  |  |
| Postcode: |  |  |
| Home Tel No: |  |  |
| Mobile Tel No: |  |  |
| Email address: |  |  |
| Preferred method of contact: | Letter / Email / Landline / Mobile | Letter / Email / Landline / Mobile |

We would be grateful if you could keep us informed of any changes to the above information.

**Details of previous school** (if applicable)

|  |  |
| --- | --- |
| Name: |  |
| Date deregistered: |  |
| Reason/s for withdrawal: |  |
| Do you plan to enrol your child in a school in the future? If so, please advise where and when: |  |

Please give a brief outline of your child's education at home. This could include details of:

1. Any resources and activities you have considered, e.g. places, libraries, computer, books, museums, parks or people with particular skills/interests.
2. Plans for your child’s physical development, subject areas to be covered and how you will assess progress.
3. Your ideas about socialisation, such as activities your child might like to attend, which takes into account their individual needs, e.g. scouts, local choir, local HE meetings, play with local children.

|  |
| --- |
|  |
|  Signed: |  |
| Date: |  |

Thank you for completing this form, please send this using the freepost envelope provided or to: Elective Home Education Team, Education Inclusion Service,

Oxfordshire County Council, 2nd Floor, Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD or via email eotas@oxfordshire.gov.uk.

**Privacy Notice**

**Why do Oxfordshire County Council collect information?**

The information you provide will help support your family through the elective home education process. This information may also be used for statistical research purposes. All information you provide will be processed in line with the Data Protection Act 1998.

**How long does Oxfordshire County Council keep the information?**

Information is retained by the local authority until the child is 25. It is then destroyed securely.

**Will any information be shared?**

Personal data will not be disclosed to anyone other than the data subject (i.e. yourself or your child) unless we have your consent, or it is required by law. Where disclosure is allowed we will only share the minimum amount of relevant information on a need to know basis. However, information may be forwarded to other agencies without your consent, where the County Council has a statutory duty to do so, such as in matters concerning the safety of children. Additionally, Local Authorities have a duty under the Children Act 2004 to cooperate with their partners in health and youth justice to improve the well-being of children in their areas. As part of this duty they will be required to maintain the accuracy of the information held on the Information Sharing (IS) Index about children and young people in their area. Statistical data will be shared in such a way that it does not support measures or decisions relating to particular individuals or identifies individuals in any results.

Information will be shared with the Youth, Engagement and Opportunities team support the Raising Participation Age programme.

At no time will your information be passed to organisations external to Oxfordshire County Council for marketing or sales purposes.

**Why is ethnicity information requested?**

Collection of ethnicity information is used to ensure equality of service provision. Provision of this information is optional. Any information you provide will be used solely to compile statistics on the EHE careers and experiences of pupils from different ethnic backgrounds, to help ensure that all children and young people have the opportunity to fulfil their potential. From time to time information will be used by the Local Authority to contribute to local and national statistics.

**Can I access personal data held about me or my child?**

The Data Protection Act 1998 gives you the right to apply for a copy of your personal information. Under the Act a child has the right to a copy of their own information. In certain circumstances requests may be made by a parent on behalf of their child, for example where the child is too young to understand or exercise their own rights.