

My Ref: ED/SC
Your Ref:

3 January 2012

To the Parent(s)/ Guardian(s) of:

Dear Parent(s)/ Guardian(s)

Cardiff Local Authority (LA) is in the process of updating its list of elective home education families and I am aware that you have undertaken such a role with your child in the past.

I have recently assumed responsibility for this area and am looking forward to developing the relationship between EHE families and the LA. Having worked in a similar capacity in another LA, I am currently exploring ways of helping parents to access learning resources and, if possible, organise provision for undertaking external examinations.

I would also like to offer a letter on headed notepaper, confirming you are an EHE family that you can show any truancy officer or police officer who may query the fact that your child is not at school during normal school hours. My experience shows that parents have found this to be useful.

Currently two officers are undertaking home visits, by mutual agreement. They are ##### and #####. There is no compulsion upon you to meet with the officers. However, previous experience has shown that most parents welcome the opportunity to discuss their children's education and also to find out how the LA can support the process, which can be daunting at the outset.

I fully understand that you may have concerns regarding meeting with LA officers but wish to assure you that our aim is to assist you as you embark on elective home education with your child and to explain the LA's policy for this area. I am also happy to meet jointly with you and a member of New Foundations HE, which is managed by #####. ##### contact telephone number is: #####.

I invite you to contact me on the number or email address at the bottom of this letter to confirm whether you are still engaged in EHE so that I can ensure you are kept up to date with our new proposals.

Yours sincerely,

PLEASE REPLY TO: Education Department, Room 40, Howardian Centre,
Hammond Way, Penylan, Cardiff, CF23 9NB
Tel (029) 2087 2765 Fax (029) 2087 2762
e-mail #####

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Achievement Leader

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