

1st follow up to response to notification of EHE

01772 532289
01772 532214
Enquiries.EHE@lancashire.gov.uk

parent or carer's name/s
address

Your Ref
Our Ref CYP/QCI/EHE/author's initials
Date

Dear parent or carer

ELECTIVE HOME EDUCATION (EHE) – child/ren's name/s

In our letter dated [add date] we asked if you would be able to provide us with some basic information regarding the home education of your child. Currently we have not received any information so I am writing to ask you if you could send this by [add date]

We would very much appreciate receiving some basic information from you regarding the home education of your child. We have enclosed a form for your convenience. However, if you prefer, the information can be provided in whatever format suits your. For example, by letter, e-mail, telephone, through a home visit or by meeting at a neutral venue with one of our EHE support workers/officers. If you are relatively new to home education, we fully understand that you may require more time to consider and establish suitable arrangements. In this case, please contact us and we can arrange a time scale for providing the information, which suits you.

Please find enclosed the Department's information leaflet on Home Education. The leaflet explains the law surrounding home education, what your responsibilities are and about the services provided by the Authority. It also provides details of the local authority's website for additional information and contact details of other organisations who might offer further advice and/or support should you be interested.

Support officer's name is the support worker assigned to [child/ren's name/s] and his/her direct contact telephone number is: support officer's phone number. He/she is available, support officer's availability but if any urgent matters arise, please contact the main office via the contact details above. Our support officers are

Elective Home Education Service
Lancashire County Council
3rd Floor
Joint Divisional Offices
Preston
PR1 3JT

happy to offer advice and guidance on Home Education and will generally contact you annually to check that your details haven't changed.

If you have a particular preference for how such future contact should take place please let us know and we will ensure that your choice is respected.

If any circumstances or information changes in the interim period, please let your support officer, or the office know as soon as possible so that our database can be updated.

We hope that you and child/ren's name/s find EHE an enjoyable and rewarding experience. Please remember we are always available to offer help and support where required.

Yours sincerely