

Enquiry 2

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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

Thank you for your enquiry about home educating your child/ren.

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.

As you have indicated that your enquiry has arisen due to difficulties being experienced with your child/ren's current placement at x school and have requested assistance from the local authority to seek to resolve those concerns, I have completed the self referral to our Pupil Attendance Support Team as agreed with you and you should be hearing from them shortly. They are able to offer advice and support you in raising your concerns with the school prior to you making a final decision regarding whether to move to EHE.

If you choose to educate your child/ren at home, your first step is to inform the Headteacher of your child/ren's present school in writing that you wish to withdraw them from the school roll in order to undertake EHE. A copy of the letter will be sent to the EHE team by the school along with notification of the removal from roll. As soon as we receive your letter, we will amend the pupil database to indicate the move to EHE.

I hope that you find the above information useful and if you need any help and support please don't hesitate to contact the team.

Yours sincerely

Name
Title

Enc

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