

response to notification of EHE (2)

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

Address Line

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

Dear Parent or Carer

**ELECTIVE HOME EDUCATION (EHE) – Name and DOB of Child**

We have recently been informed by other agency/person/anonymous call/letter that you are home educating [child/ren's name/s];

We would very much appreciate receiving some information from you regarding the home education of your child/ren. Although [child/ren's name/s] are reported to be home educated, concerns were raised by the caller that, in fact, no suitable arrangements are in place for your child/ren's education. The concerns raised were as follows:

.....

Whilst acknowledging this information may not be correct we are writing to ask you to confirm that you are in fact home educating your child/ren and to provide information regarding the educational provision being made so that the authority can confirm that suitable provision is being made.

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 the contact details of other organisations that might offer further advice and/or support should you be interested.

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

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

Our support workers are happy to offer advice and guidance on Home Education and will generally make contact with 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 worker 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

Name  
Title

Enc