



















ELECTIVE HOME EDUCATION SERVICE


REVIEW OF ASSOCIATED PAPERWORK – JUNE 2013

OVERVIEW OF PROPOSED CHANGES TO LETTERS & FORMS



The table below contains copies of the EHE associated paperwork, and includes some suggested amendments

CODE	DESCRIPTION		AMENDED	COMMENTS
ENQ1	Enquiry Letter (standard)			
ENQ2	Enquiry Letter – where referral to Pupil Attendance Support Team has been completed			
INIT DATA REQ	Initial Contact Database Information Request Form		YES	Clarified definition of parent for purpose of education law
ANN DATA REQ	Annual Contact Database Information Request Form		YES	Clarified definition of parent for purpose of education law
REG1	Initial Contact Letter (standard)			
SEN REG1	Initial Contact Letter for child with a statement attending mainstream school		YES	<ul style="list-style-type: none"> • Have added reference to electronic form • Have added a paragraph about contact from IDSS for the annual review • Have added reference to SEN leaflet
SP REG1	Initial Contact Letter for a child with a statement attending a special school		YES	<ul style="list-style-type: none"> • Have added reference to electronic form • Have added a paragraph explaining the process for confirming removal from roll • Have added reference to SEN leaflet

REG3	Initial Contact Letter (follow up)			
SEN REG3	Initial Contact Letter (follow up) for a child with a statement attending mainstream school		YES	As per comments for SEN REG1
SP REG3	Initial Contact Letter (follow up) for a child with a statement attending a special school		YES	As per comments for SP REG1
REG2(a)	Concerns Letter (where concerns raised at point of registration)		YES	Have added reference to option to submit information using electronic form
ANN1(a)	Annual Contact Letter (standard)		YES	Have added reference to option to submit information using electronic form
DATA ACKN1	Thank-you Letter where parent has supplied information (Initial or Annual Contact stage)			
DATA ACKN2	Thank-you Letter where parent notifies us of update to their personal details			
SP DATA ACKN	Special School – Thank-you Letter where parent has supplied information		YES	New proposed letter
SP REM ROLL	Special School – Letter to School requesting removal from roll		YES	New proposed letter
VISIT	Visit Letter		YES	Added option to reference an arranged visit rather than provisionally offering a date
ROD	Record of Discussion Report (following visits)			

VISIT ACK	Thank-you for Visit Letter			
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New proposed letters for concerns

CONC1	Concerns Letter (where concerns raised by a 3rd party)			
CONC2	Concerns Letter (where concerns raised by EHE Support Worker)			

INFORMATION LEAFLETS	Information for Parents			www.lancashire.gov.uk search under 'educating your child at home' and on the downloads tab to view an electronic version of the information leaflets
	Home educating your child with Special Educational Needs			