



FLEXI SCHOOLING POLICY

Introduction

The school recognises that, in some circumstances, a flexi-schooling arrangement may be appropriate for an individual child.

Flexi-schooling is an arrangement where a child of compulsory school age is registered at the school and attends school for an agreed proportion of the week, while receiving education at home for the remaining time.

Any flexi-schooling arrangement will be considered on an **individual basis** and must be agreed in advance with the Headteacher. It is not an automatic entitlement and will only be agreed where the school is satisfied that the arrangement is appropriate and can operate effectively.

The child's **education, welfare, safeguarding and best interests** will remain central to all decisions.

Aims

The aims of this policy are to:

- Provide a clear framework for considering flexi-schooling requests.
- Ensure arrangements are consistent, transparent and appropriately documented.
- Maintain high standards of education and safeguarding.
- Ensure attendance is accurately recorded.
- Establish clear responsibilities for the school and parents/carers.
- Support effective communication between home and school.
- Monitor the child's progress, wellbeing and attendance.
- Provide a clear process for reviewing or ending an arrangement.

Legal and Statutory Framework

This policy should be read alongside current Department for Education guidance and relevant legislation, including:

- Education Act 1996.
- Education Act 2002.
- Children Act 1989 and 2004.
- School Attendance guidance currently in force.
- Keeping Children Safe in Education (KCSIE).
- Working Together to Safeguard Children.
- Equality Act 2010.
- SEND Code of Practice, where applicable.

The school will ensure that this policy is reviewed when relevant statutory guidance or legislation changes.

Principles of Flexi-Schooling

The school will apply the following principles:

1. Flexi-schooling arrangements must be agreed with the school in advance.
2. The arrangement must be suitable for the individual child.
3. The child's education must remain the primary consideration.

4. The school will retain responsibility for the child's education while the child is registered as a pupil.
5. Parents/carers remain responsible for providing suitable education during periods when the child is not attending school.
6. The arrangement must be clearly documented.
7. Attendance will be recorded accurately in accordance with statutory requirements.
8. The arrangement will be regularly reviewed.
9. The school may reconsider or end an arrangement where it is no longer appropriate or is not working effectively.

Requests for Flexi-Schooling

Parents/carers wishing to request flexi-schooling should make a written application to the Headteacher.

The request should include:

- The reason for requesting flexi-schooling.
- The proposed pattern of attendance.
- The proposed start date.
- The intended arrangements for education at home.
- Any relevant information about the child's educational, social or emotional needs.
- Any other information that the parent/carer believes may assist the school in reaching a decision.

The school may request a meeting with the parent/carer before making a decision.

Considering an Application

The Headteacher will consider each request individually.

Factors may include:

- The child's age and stage of education.
- The child's academic progress.
- The child's social and emotional development.
- The child's attendance history.
- Any SEND or additional needs.
- The proposed home-learning arrangements.
- The impact on the child's continuity of education.
- The practical impact on the school and class.
- Safeguarding considerations.
- The child's views, where appropriate.
- Whether the arrangement is in the child's best interests.

The school may seek advice from relevant staff, including the class teacher, SENCO, Designated Safeguarding Lead or other appropriate professionals.

Decision-Making

The Headteacher will make the final decision on whether the school is able to agree to the proposed arrangement.

The decision will be communicated to the parent/carer in writing.

Where an application is agreed, the school and parent/carer will sign a **Flexi-Schooling Agreement** before the arrangement begins.

The agreement will specify:

- The agreed school attendance days.
- The agreed home-education days.
- The start date.
- The review date.
- Responsibilities of the school and parent/carer.
- Arrangements for communication.
- Arrangements for monitoring progress and attendance.
- Circumstances in which the arrangement may be reviewed or ended.

Attendance

Attendance will be recorded in accordance with current statutory attendance requirements.

The school will:

- Maintain an accurate attendance register.
- Record attendance and absence appropriately.
- Monitor attendance against the agreed arrangement.
- Follow up unexplained or unexpected absence.
- Address persistent absence or attendance concerns in accordance with the school's attendance procedures.

Parents/carers must notify the school of any absence on a day when the child is expected to attend school.

Flexi-schooling does not remove the requirement for the school to monitor attendance or respond appropriately to attendance concerns.

Education at Home

Parents/carers are responsible for the education provided during agreed home-education periods.

Parents/carers should ensure that home learning is suitable for the child's age, ability and educational needs.

Where appropriate, the school may share information about:

- Current curriculum topics.
- Key learning objectives.
- Reading expectations.
- Homework or suggested activities.
- Upcoming assessments or important learning milestones.

The school will not normally be expected to provide a full duplicate curriculum for home-learning days.

Curriculum Continuity

The school will seek to support reasonable continuity between school-based and home-based learning.

Teachers may provide parents/carers with appropriate information to help them understand what the child is learning.

Parents/carers should inform the school of significant achievements, difficulties or concerns arising during home-learning periods where these may affect the child's progress or wellbeing.

Assessment and Progress

The child's academic progress will be monitored through the school's normal assessment processes.

Teachers will consider:

- Progress in reading, writing and mathematics.
- Progress across the wider curriculum.
- Participation and engagement.
- Completion of appropriate learning.
- Any gaps in knowledge or skills.
- Social and emotional development.

If concerns arise regarding progress, the school will discuss these with the parent/carer and consider whether changes to the arrangement are necessary.

Safeguarding

Safeguarding remains a fundamental consideration when assessing and reviewing flexi-schooling arrangements.

The school will continue to follow its safeguarding and child protection procedures.

The Designated Safeguarding Lead will consider any safeguarding concerns relating to the child and will take appropriate action in accordance with the school's safeguarding policy and statutory guidance.

The school may review a flexi-schooling arrangement where safeguarding concerns arise.

Pupil Voice

The school will seek the child's views where appropriate, taking account of their age and understanding.

The child should have opportunities to express their views about:

- Their experience of flexi-schooling.
- Their learning.
- Their relationships with peers.
- Their wellbeing.
- Any difficulties they are experiencing.
- Whether they feel the arrangement is working for them.

The child's views will be considered alongside the views of parents/carers and school staff.

SEND and Additional Needs

Where a child has SEND or additional needs, the school will consider whether flexi-schooling can effectively support those needs.

The SENCO may be involved in:

- Assessing the suitability of the arrangement.
- Reviewing progress.
- Advising on appropriate support.
- Liaising with parents/carers.
- Reviewing any additional needs or concerns.

Where an Education, Health and Care Plan or other statutory provision is in place, the school will ensure that relevant requirements continue to be considered.

Communication

Effective communication between home and school is essential.

The school and parent/carer will agree appropriate communication arrangements.

These may include:

- Regular email communication.
- Parent meetings.
- Informal check-ins.
- Termly reviews.
- Communication regarding attendance.
- Communication regarding educational progress.
- Immediate communication where safeguarding or welfare concerns arise.

Parents/carers must inform the school promptly of any significant circumstances that may affect the child's education or wellbeing.

Review of Arrangements

All flexi-schooling arrangements will be reviewed regularly.

A formal review should normally take place at least **termly**, although the school may require more frequent reviews where appropriate.

Reviews will consider:

- Attendance.
- Academic progress.
- Curriculum continuity.
- Wellbeing.
- Safeguarding.
- SEND or additional needs.
- Parent-school communication.
- The child's views.
- Whether the arrangement continues to meet the child's needs.

The school may request a review at any time where concerns arise.

Changing the Arrangement

Parents/carers wishing to change the agreed attendance pattern should discuss this with the Headteacher in advance.

Changes should not be implemented without the school's agreement.

The school may agree to a temporary or permanent change where it considers this appropriate.

Any agreed change should be recorded in writing.

Ending Flexi-Schooling

A flexi-schooling arrangement may be ended where:

- The arrangement is no longer in the child's best interests.
- The child's educational progress is adversely affected.
- Attendance becomes a concern.

- The agreed arrangements are not being followed.
- Safeguarding concerns arise.
- Communication between home and school is not effective.
- The practical arrangements become unworkable.
- The parent/carer requests that the arrangement ends.
- The Headteacher determines that the arrangement should no longer continue.

Where possible, the school will discuss concerns with parents/carers before making a final decision.

The school will provide written confirmation of any decision to end an arrangement and explain the next steps.

Responsibilities

The School

The school will:

- Consider requests fairly and individually.
- Maintain appropriate educational oversight.
- Monitor attendance and progress.
- Maintain safeguarding arrangements.
- Communicate effectively with parents/carers.
- Review the arrangement regularly.
- Address concerns promptly.

Parents/Carers

Parents/carers will:

- Follow the agreed attendance pattern.
- Ensure suitable education is provided during home-learning periods.
- Ensure the child attends school on agreed days.
- Notify the school of absence.
- Maintain effective communication with the school.
- Attend review meetings where requested.
- Share relevant information about the child's learning and wellbeing.
- Comply with the terms of the Flexi-Schooling Agreement.

The Pupil

Where appropriate, the pupil will:

- Engage positively with learning.
- Attend school on agreed days.
- Communicate concerns to trusted adults.
- Take an active role in reviewing their experience of flexi-schooling.

Equality and Inclusion

The school will ensure that decisions relating to flexi-schooling are made fairly and without unlawful discrimination.

The school will consider reasonable adjustments and individual circumstances where required.

Flexi-schooling arrangements will be designed to support the child's access to education, inclusion and wellbeing.

Record Keeping

The school will maintain appropriate records relating to each flexi-schooling arrangement, including:

- The original request.
- The school's decision.
- The signed Flexi-Schooling Agreement.
- Attendance records.
- Review records.
- Relevant correspondence.
- Any concerns or actions arising from reviews.

Records will be managed in accordance with the school's data protection and record-retention procedures.

Complaints

If a parent/carer is unhappy with a decision or the operation of a flexi-schooling arrangement, they should raise their concerns with the Headteacher in the first instance.

Where the matter cannot be resolved informally, the school's formal complaints procedure should be followed.

Policy Review

This policy will be reviewed annually or sooner where there are changes to legislation, statutory guidance or the school's arrangements.

THIS POLICY WAS ADOPTED ON	SIGNED ON BEHALF OF THE SCHOOL	DATE FOR REVIEW
August 2026	Mrs A Brotherton	August 2027