



The  
**Appleton**  
School

## **Flexi Schooling Policy**

Adopted by the Governing Body on	10/03/2025
Signature Chair of Governors	<i>Clittle</i>
Next Review Date	

**March 2025**



## Introduction

As a School, we firmly believe that our vision is best delivered through full time education within a school environment. We work closely with parents and local partners including colleagues from health and the inclusive education services to ensure we meet the needs of children. We believe in the quality of the provision we offer and the value of a consistent approach for children that allows them to be fully included all aspects of school life.

We do however recognise, that parents/carers may wish to request a flexi-schooling arrangement. This request must emanate from the parent/carer: it is not for a Headteacher, a member of school staff or a member of the governing body to suggest or encourage a family to undertake flexi-schooling.

This policy and its associated procedures will be used by The Appleton School when dealing with any such request.

### What is Flexi-schooling?

In November 2007 government guidance issued on "Elective Home Education: Guidelines for Local Authorities" which contained the following paragraph (5.6)

*"Flexi-schooling" or "flexible school attendance" is an arrangement between the parent and the school where the child is registered at school and attends the school only part of the time; the rest of the time the child is home educated. This can be a long-term arrangement or a short-term measure for a particular reason. Flexi-schooling is a legal option provided that the head teacher at the school concerned agrees to the arrangement. The child will be required to follow the National Curriculum whilst at school but not whilst he or she is being educated at home. Local Authorities should make sure that head teachers are made familiar with flexi-schooling and how it may work in practice.*

'Minister Liz Truss said in June 2013 "Flexi-schooling is a combination of attendance at school and home education. Schools may enter into flexi-schooling arrangements provided they correctly mark children as absent in attendance registers when they are being educated at home."

The responsibility to ensure that a child receives full-time education while of statutory school age lies with the parent or guardian/carer.

Where a parent/carer wishes to educate a child partly at school and partly at home or elsewhere an expression of parental preference for flexi schooling can be made to the school.

A parent/carer may request flexi-schooling on a long-term basis where he or she favours this form of education a request for flexi-schooling can be made to the school. A parent/carer may request flexi schooling on a long-term basis or for a short period, when, for example, the child is unable to attend school every day due to illness or injury. The flexi school contract agreement between the school parents will stipulate the frequency of review and the agreed notice period for cancellation.

## How should an application for flexi-schooling be made?

Flexi schooling should not be confused with elective home education. Parents/carers have a legal right to choose to home educate their child but parents/carers do not have a legal right to insist on a flexi-schooling arrangement being agreed by any school.

Whilst a parent/carer may request that their child is flexi schooled it is entirely at the Headteacher's discretion, acting with the authority of the governing body, as to whether or not the school is prepared to agree to a flexi-schooling arrangement.

If a parent/carer is interested in making a request for a flexi-schooling arrangement, contact should be made directly with the Headteacher so that the proposal may be considered.

## What should parents/carers consider?

The implications of making partial educational provision at home are significant, both in terms of expertise and resources and in the commitment to make a shared provision work.

The education provided at home and at school should together constitute a full-time provision.

While there is no statutory curriculum for the home education part of a flexi-schooling arrangement, parents/carers will need to be mindful of the impact on the child's access to the National Curriculum and the possible fragmentation of the learning experience.

Flexi-schooling is unlikely to succeed if the reasons for choosing it are negative and the choice is motivated by the desire to avoid difficulties around certain subjects, teachers, peers, aspects of school discipline or attendance itself.

Flexi-schooling is also unlikely to work if the styles of provision in the settings are different or if the non-school setting seeks to influence the school provision in any way.

Flexi-schooling does not give an alternative means of opting out of an element of the curriculum with which a child, for whatever reason, is uncomfortable.

The child may find that his or her limited attendance at school makes it difficult to maintain strong relationships with peers and may experience an element of social exclusion. The child may find that his or her limited attendance makes it difficult to following the sequences of learning as a result of not being present full time.

If the child moves to a different school, there can be no guarantee that flexi-schooling would be able to continue. A fresh request for a flexi-schooling arrangement must be made to the new school Headteacher. It would then be a decision for the Headteacher at the new school to make.

### **Approval of all with Parental Responsibility**

Any request for flexi-schooling must be signed by every person with parental responsibility for the child and the school shall not be required to consider a request for flexi-schooling until all those with parental responsibility have confirmed their agreement to the request. If it is not possible for a parent or carer to contact all those with parental responsibility, reasons for the inability to do so may be supplied to the school and this will be considered on its merits but without any obligation on the part of the school to consider the request for flexi-schooling without the agreement of all those with parental responsibility.

## What will the School consider?

All requests will be considered by the Headteacher on their own merits. The Headteacher will take into account the best interests of the child; their educational progress and achievement; their safety, safeguarding and welfare; together with the likely impact on the discipline, morale, sustainability, public image and organisation of the schools.

When deciding whether to agree to a flexi-schooling arrangement, the Headteacher will consider the following:

- Safeguarding and welfare of the child is of paramount importance. Ultimately schools are responsible for the safeguarding and welfare of pupils. No agreement will be reached where the Headteacher has concerns that it would put the child at risk of harm while not attending at his or her school.
- The impact on the child in terms of social interaction, inclusion and progress within the class when attending part time.
- The impact on the child in terms of consistency and continuity when receiving educational provision from more than one provider.
- Current and anticipated level of educational attainment, achievement and progress of the individual pupil and the arrangements for monitoring the learning and progress of the individual child.
- The appropriateness of the education proposed by the parent/carer away from the school.
- The fact that flexi schooling education provided and that provided at school must together constitute a full-time education provision.
- The effect on school discipline and the morale and motivation of other children on roll at the school.
- The effect on the school's organisation and funding.
- The effect on school resources including likely additional costs of a pupil being flexi schooled.
- The impact on staff workload.
- The impact on overall school attainment and progress figures.
- The message flexi schooling might send to others regarding the school's ability to meet the needs of children.

## The Role of the Governing Body

The governing body will be involved in agreeing and reviewing the School policy to flexi-schooling. Governors will satisfy themselves that the Headteacher has fully considered the matters outlined above and will need to be fully conversant with the school attendance statutory guidance when reaching any decision. Governors will not become involved in individual requests.

## Process

In dealing with any flexi-schooling request the following process will be followed.

1. Parent/carer indicates they wish to request flexi schooling. They will be given a copy of the policy document. The Headteacher will make themselves available to listen to the parents should they wish.
2. Parent/carer will complete the flexi school request form and submit it to the Headteacher. If necessary school can provide administrative support to complete the document should this be necessary.
3. From receipt of a completed request form a decision on the request will be made within a maximum of 20 school working days.
4. The Headteacher will communicate in writing the outcome of the decision to the parents/carers.
5. The Head teacher will not give any explanation or rationale in respect of the decision.
6. If a request is granted it will only take effect once all those with parental responsibility have entered into a flexi school agreement on the terms set out by the school.
7. All flexi school agreements will be closely monitored and can be terminated by the Head teacher or parent by giving a half terms notice.
8. On termination of the agreement the pupil will be expected to resume full time education at the school following the notice period.

## Appeals

There is no right to appeal against the decision of a Headteacher not to agree to a flexi-schooling request or if a Headteacher decides to cease an individual child's flexi-schooling arrangement.

## Written Agreements with Parents/Carers

A written and signed agreement will be formulated between the school and parent(s)/carer(s), in order to make expectations clear for all concerned. The agreement will be drafted having regard to the school's flexi-schooling policy and will include:

- The normal expected pattern of attendance at school.
- The length of time the agreement is to run before being reviewed.
- What flexibility there will be regarding special events which fall outside of the normal arrangement such as, but not limited to, assemblies, school trips, school productions or performances, sports events, visitors to the school.
- How the register will be marked (see section Marking the Attendance Register)
- A provision that the parents/carers must contact the school if the child is absent from a session that they would normally be present at school or at approved educational activity.
- How the school will follow up any unexpected or unexplained absence as it would for other children.

- What the arrangement will be at times of children's assessment.
- Provision that if a parent/carer chooses to employ at his or her own expense another person to educate the child at home, he or she will be responsible for ensuring that person is suitable to have access to children.
- Any perceived special educational needs and associated provision.
- Recommended regular planning meetings between parent/carer and school to ensure the child achieves his or her potential and to promote good home-school relationships.
- Under what circumstances and with what notice either party can withdraw from the agreement.

## Marking the Attendance Register

If entering into a flexi schooling arrangement the school would seek the most up-to-date advice and guidance from the appropriate local authority attendance official as to how to accurately mark the register on the days the child is not attending in school.

At time of last policy update the following applies. Schools must mark the register code 'C' (authorised absence) where pupils are home educated during school hours. The GOV.UK web page containing the Home Education Guidelines says "Pupils who are being flexi-schooled should be marked as absent from school during the periods when they are receiving home education."

[Click Here](#) to access the School attendance: guidance for schools.

## Children with a Statement of Special Educational Needs

There is no distinction between children who are to be flexi-schooled and those who are not. The duty to review a child's statement of special educational needs on an annual basis or sooner if appropriate, still applies.

## Funding

The child will be recorded by the school as attending full-time – with sessions not in school being recorded as per agreement. Therefore, the school will receive full-time funding in respect of the child. If a child is in receipt of pupil premium the school will receive the full amount. If the child is in receipt of additional element three (SEND) funding the LA may fund this on a pro rata basis based on days attended. This would need clarification at the point of making the decision.

Full time funding is required for a flexi schooled child as they remain a full member of the class and the school community and arrangements must be in place for the child to take up their place full time if circumstances change. In addition, meeting the needs of a child who is flexi schooled is likely to take up additional time and resource above that of a child who attends full time. It is therefore important that as a minimum the school receives full time funding. The idea that flexi-schooling is a good option for the school as it gives more money for less work is not accurate.

Flexi-schooled children are included in count returns in the same way as other children.

## Admissions

There is no distinction between children who are flexi-schooled and those who are not. Whatever the degree of attendance, the child will count towards admissions numbers on the roll as being in full-time education.

## **Insurance**

There is no distinction between children who are to be flexi-schooled and those who are not.

## **Children Educated outside their Chronological Age-Group**

There is no distinction between children who are to be flexi-schooled and those who are not.

## **When the education being provided at home is not suitable**

If it appears to the school that parents/carers are not providing a suitable education as agreed between the school and the parent/carer; the school may ask the parent/carer to take remedial action. If the parent/carer declines to do so or the school is still concerned about the provision of the education being provided at home, the school may withdraw its agreement to the flexi-schooling arrangement. The child would then be required to attend at school on a full-time basis.

A school attendance order would not need to be initiated in order to terminate the flexi-schooling arrangement as the child is on the roll of the school.

If a child fails to return to full-time attendance following the termination of a flexi schooling arrangement the school will leave the absence unauthorised and refer the case to the appropriate officer with responsibility for school attendance at North Yorkshire County Council.

## **Associated Policies**

- Safeguarding Policy
- Child Protection Policy
- Attendance Policy
- Complaints Policy

## Appendix A –Flexi Schooling Request Form

### Flexi School Request Form

Details of the child for who the request in be made	
Name	DOB

Names of all those with parental responsibility			
I confirm that the following people are the only people that have parental responsibility for the child named above and their agreement to this request for flexi schooling is confirmed by their signature(s) below			
Name	Relationship to child	Signature	Contact postal address, email and phone

Please outline the reasons for wishing the school to consider flexi-schooling.

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**Please outline the intended provision for your child (during school hours) while they are not attending school.**

Please outline the proportion of time (including days) you would wish your child to be present in school for. Please use a ✓ to indicate which session you would wish your child to attend.

<b>Day</b>	<b>Morning 8.45 – 12.00 or 1.00 (to include lunch)</b>	<b>Afternoon 12.00 or 1.00 – 3.15</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

***For School Office Use***

Date request received	Date decision made
Date decision given to parents	

Please return in person or email this form to the school office  
[info@theappletonschool.org](mailto:info@theappletonschool.org)

## Appendix B – Flexi School Contract Template

<b>Contract for the provision of Education – Part 1 School</b>
Child's Name
Name(s) of all those with Parental Responsibility

The Appleton School is responsible for the education of the above named child on the days and times set out in the attached attendance agreement and timetable.

The educational provision will be suitable to ..... 's age, aptitude and ability as set out in Section 7 of the Education Act 1996.

Flexi Schooling school will maintain primary responsibility for ..... 's safety and welfare.

The school and parent/carer will meet every.....for a review meeting to discuss ..... 's progress and review the agreement.

The school can withdraw from this agreement at any time by giving a half terms notice in writing.

<b>Headteacher –</b>	<b>Date-</b>
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<b>Contract for the provision of Education – Part 2 Home</b>
Child's Name
Name(s) of all those with Parental Responsibility

I / we are responsible for the education of the above named child on the days and times set out in the attached attendance agreement and timetable.

The educational provision will be suitable to ..... 's age, aptitude and ability as set out in Section 7 of the Education Act 1996.

During school hours timetabled for home-based education I/we will maintain primary responsibility for ..... 's safety and welfare.

The school and parent/carer will meet every.....for a review meeting to discuss ..... 's progress and review the agreement.

I / we understand can withdraw from this agreement at any time by giving a half terms notice in writing.

<b>All those with parental responsibility –</b>	<b>Date-</b>
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**Flexi Schooling Attendance Agreement**

Child's name –

Name of all those with parental responsibility –

**Use the word SCHOOL to indicate which sessions the child will attend school. Leave non school sessions blank.**

<b>Day</b>	<b>Morning</b>	<b>Afternoon</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Any additional information or stipulations**

**Headteacher**

–

**Date-**

**All those with parental responsibility –**

**Date-**

## **Appendix C – Request reply template letter – accepting the request**

Place on headed paper.

Date

Dear .....insert name(s) of parents

Many thanks for your flexi schooling request which has now been considered by the school. The outcome decision is that in reference to your request the school is able to grant your request for flexi schooling.

The commencement of this arrangement is subject to all those with parental responsibility signing a completed flexi school home school contract as put forward by the school.

The school will draft a contract which will require the signature of all those with parental responsibility for the child.

If you have any questions regarding this matter please do not hesitate to get in touch.

Yours sincerely

## **Appendix D – Request reply template letter – declining the request**

Place on headed paper.

Date

Dear .....insert name(s) of parents

Many thanks for your flexi schooling request which has now been considered by the school. The outcome decision is that in reference to your request the school is not able to grant your request for flexi schooling.

I am sorry that we have not been able to grant your request. As you may have noted from the policy there are many factors for the school to consider in relation to your request.

As outlined in the policy there is no right to appeal this decision.

While not being able to discuss the reasons for the decision if you need any further advice or guidance please do not hesitate to get in touch.

Yours sincerely