



Hollinsclough C of E Academy

Memorandum of Understanding for the Provision of Flexi-Schooling – Primary Education: 2016

Mission Statement

'To encourage the enthusiasm and joy of learning through a creative curriculum and a holistic approach to education that reflects Christian values, supports our community, guaranteeing accessibility and availability to all'

Developing potential

We welcome all children irrespective of background or belief into our academy, and firmly believe that our Flexi-schooling provision can be an arrangement which is beneficial to all.

Our Flexi-schooling provision is only available to children who are currently EHE, and do not have an Education, Health and Care Plan (EHCP)(former Statement of Educational Need); with regard to the EHCP this is due to the Statutory Duty this plan places on all schools and academies.

We are more than willing to accept children with an EHCP, but they are required to attend on a full time basis, unless the EHCP clearly states that Flexi-schooling is the funding bodies preferred option. The same will apply to children who currently attend on a Flexi-school basis and are found to need statemented support.

Flexi-schooling cannot be used to avoid exclusion or expulsion either from this or any other school / academy; such requests will be automatically declined. If an arrangement is already in place it will be terminated if exclusion is subsequently is confirmed by other means.

Induction

Having expressed an interest in Flexi-schooling your child will be offered a series of planned induction visits which will be arranged between you and our Principal to ensure that the offer of Flexi-schooling will meet the expectations of all parties and is ultimately in the best interests of the named child.

After these induction sessions you can if you or child wish, withdraw from the option of flexi-schooling for any reason without challenge. We reserve the right to also withdraw from a Flexi-schooling arrangement if it is felt that what we offer is not suited to you or your child needs. Parents are welcome to opt for a full time place if available.

After the series of the induction sessions, both you and our Principal will need discuss and agree any additional days above the core requirement of three days if the flexi-schooling arrangement is to be granted and at this point sign '***Flexi-School Memorandum of Understanding for the Provision of Primary Education***', which form the extended parts of this document.

We allow access to all areas of the curriculum, including a mixture of Modern Foreign Languages (MFL), PE and swimming (Flexi-swimming arranged at your own local pool). On entry we will assess the needs of the named child and devise a learning plan suited to them. We can provide exercise books and writing materials for use at home, and can arrange for other resources to be borrowed. Enrolment can also provide access to a range of web-based 'Online learning' opportunities which offers your child the chance to continue the learning experience whilst at home.

If flexi-schooling is agreeable to you and your child, it will be a requirement that they follow the school uniform dress code as this helps to encourage cohesion and integration with their peers. It would also be appreciated if you and your child could participate fully in the activities on offer when attending and to follow our academy rules.

Academy Rules

We expect all of our children, to follow our '***Golden Rules***' which the children and adults have developed together.

These are to:

- show respect to all
- be gentle
- be kind and helpful
- listen at all times
- be honest
- work hard
- look after property

Uniform

Our basic School colours are:

- Dark Grey skirt or trousers (girls have the option of a yellow / white check dress during Summer Term.
- Yellow shirt, polo shirt or tee shirt.
- Navy blue jumper, sweat shirt or cardigan
- PE Kit – suitable trainers, white T-shirt black shorts or jogging bottoms

(School wear with the school emblem can be ordered from the office).



Flexi-Schooling: *Request Application*

This document should be read in conjunction with our Flexi-Schooling Policy and is required to be completed in full.

Flexi-schooling must 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 our school.

Whilst a parent / carer may request that their child is Flexi-schooled it is entirely at the sole discretion of our Principal, as to whether or not the academy is prepared to agree to a Flexi-schooling arrangement, there is no right of appeal to Governors or higher authority if the proposal is declined on application, or rescinded at a later date .

Each request to Flexi-school will be considered on its own merits and within its individual context.

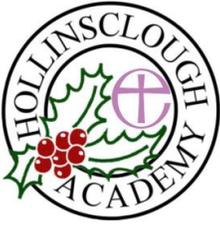
Name of Child / Date of Birth		
Name of Parent(s) / Carer(s)		
Reason for Flexi-Schooling Education	(e.g. Lifestyle, Philosophical, Bullying, Cultural, Religious Belief, Additional Needs)	
Parents / Carers Expectations of the Academy		
Child's achievements, skills, hobbies, interests, activities, Levels of Attainment if applicable		
Does the child named in this document have a Statement of Educational Need (Please note the attendance requirement)		
Forms in which work from home is shared with academy <i>*Circle or highlight the best description</i>	* Written Verbal Graphic Electronic	

Other Information Parents / Carers wish to share: (expand this area if required)

I / We understand that parents / carers retain responsibility for their child's healthcare and will support the academy if specialist medical intervention is deemed necessary.	Print Name(s)
I / We understand that parents / carers retain full responsibility for child's safety when not on school premises and whilst under parental care	
I / We agree to bring the child to the THREE CORE days every week	Signed (parent / carer(s)):
I / We will if our child is unable to attend on the agreed days, call or e-mail the academy office to confirm the reason for absence	
I / We understand that a portfolio of work completed at home will be kept by the parent / carer which will be shared with teaching staff.	Dated:
Signed (Academy Contact):	Dated:
Print Name:	

This arrangement can be reviewed should either party express concerns that the Flexi-schooling option is not benefiting the development of the child named.

All elements of this document are subject to Ofsted / DfE guidance and Statutory Duty, along with all future UK / European Law



Flexi-Schooling: *Attendance Requirement* Part 1 – *The Agreed Attendance Schedule*

Name of Child: _____

Date of Birth _____

Name of Parent(s) / Carer(s): _____

We can only offer Flexi-Schooling if the following points are adhered to:

- **A minimum of 3 consecutive days attendance per week (Tuesday, Wednesday & Thursday)**
- **The requirement that ALL children attending the academy complete initial low key on / after entry assessment in each of the core subjects of Literacy, Numeracy, Speaking and Listening to allow staff to set work appropriate to ability**
- **Keystage Two children in Year 6 are required to attend for 1 full week for Statutory Assessment Tests (SAT's) held in May, and it is recommended that from the Spring Half term in February to the week prior to the test they should attend additional days / Booster sessions after school to allow for preparation if requested.**

This approach allows our teaching staff to plan lessons effectively and provide the correct level of available resources to match numbers; thereby allowing our academy to justify Flexi-schooling to the DfE.

When attending it is important that your child;

- **can attend for 3 consecutive days per week consisting of Tuesday, Wednesday and Thursday with no exceptions / variations – Monday and Friday are optional if you wish to attend – please give 24 hours' notice**
- **arrives by no later than 8.45am or slightly earlier for registration**
- **If you cannot attend on an agreed day or days for any reason, you are required to contact the academy office and advise – this contact can be by email, telephone, or in person**
- **Uniform must be worn – orders can be made via the Academy Office**

Additional benefits include greater integration and acceptance with their peers, which translates into your child being an active participant in academy life.

Your child's place is offered on the basis that they can attend for a full week if you wish, please indicate below if your child is likely to attend on either a Monday or Friday or both (* **circle accordingly**).

Monday*	Tuesday	Wednesday	Thursday	Friday*
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When working at home will your child follow the educational direction of the academy* - i.e. National Curriculum?

** The academy will be able to assist you with support in this area if required*

YES **	NO**
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****Circle / delete to indicate choice**

Your indication above is needed so that the Attendance Register can be marked correctly.

The above named child's education will be split between home and academy as set out in the above timetable.

This timetable may be amended at any time by mutual agreement of the Principal and Parent(s) / Carer(s).

All elements of this document are subject to Ofsted / DfE guidance and Statutory Duty, along with all future UK and European Law

Signatures

Parent(s) / Carer(s)

Principal / Nominated Academy RepresentativeDate.....



Flexi-Schooling: *Whilst attending our Academy*

Part 2 – *the Academy’s Responsibilities*

Our academy is part of the current state maintained system of education. Parents / carers need to be aware that whilst we endeavour to be accommodating, we follow the National Curriculum as a minimum requirement.

Name of Child: _____

Name of Parent(s) / Carer(s): _____

Hollinsclough C of E Academy is responsible for the education of the above named child on the days set out in Part 1 - ***‘The Agreed Attendance Schedule’***.

The educational provision will be suitable to the above named child’s age; aptitude and ability as set out in ***Section 7 of the Educational Act 1996*** and will include:

- access to educational visits and specialist visitors
- Assessment (we are required to assess, but we have many ways of doing this that do not distress children – please feel free to discuss this with us)
- access to the National Curriculum whilst in school (and at home if required)

As the above named Parent / Responsible adult(s) - I / we accept that whilst the above named child is in the care of the academy that the academy is acting in *‘loco parentis’*, giving the academy primary responsibility for their Health, Safety and Welfare along with all matters relating to Safeguarding and Child Protection during this time.

All Children who attend our academy are required to wear school uniform. Doing so shows your commitment to our academy and ensures that integration will be easier to manage.

Parents can expect to meet with the class teacher (and if required the Principal) at least once every term to review your child’s progress and review the attendance agreement if required.

Education Health and Care Plan (EHCP) former Statements of Educational Need

If it is determined that a child registered for Flexi-schooling requires the support and intervention of an EHCP, this will be brought to the attention of the Parent(s) / Carer(s) with a view to making the best provision possible.

In the event of determining that an EHCP is required, this Flexi-schooling arrangement will cease, and the named child will be required to attend on a full time basis so that we (the academy) can ensure that we are able to fulfil our Statutory Duty.

Exemptions will only be considered if a signed letter is obtained from the relevant Local Authority / funding body, confirming that the Flexi-schooling approach is acceptable to them and will be of benefit to the child.

Please be aware that we (the academy) can withdraw from / vary this agreement at any time by giving reasonable notice in writing, appropriate to the circumstances, and that this notice will be no greater than one term.

Signatures

Parent(s) / Carer(s)

.....

Principal / Nominated Academy Representative

.....Date.....



Flexi-Schooling: *Arrangements at Home*

Part 3 – Parental Responsibilities

This section relates to ALL activities away from the academy arranged by the parent(s) / responsible adult(s), whilst the named child is in their care or where the parent / responsible adult have arranged their own additional provision, with a third party beyond the care of our employed staff.

Examples – privately arranged Peripatetic Tutors, Sports Coaching, Swimming lessons, all types of High Risk pursuits or other similar arrangements – even if we the academy have funded the lesson – i.e. Flexi-Swimming and it takes place beyond the control of our staff.

Name of Child: _____

Name of Parent(s) / Carer(s): _____

As the above named responsible adult(s) - I / we;

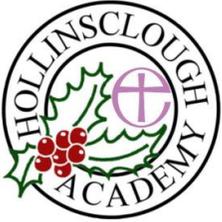
- *are willing to accept a visit in the first instance and if deemed necessary annually thereafter by our Principal or nominated person, to satisfy the basic Safeguarding, Health and Safety requirements required by our school Governors / Trustees*
- *are responsible for the education of the above named child when they are not attending the academy on the days and times set out in Part 1 - 'The Agreed Attendance Schedule'*
- *will, if our child is unable to attend on the agreed dates / days, call or e-mail the academy office to confirm a reason for the absence*
- *accept that, I / we are entirely responsible for the educational provision offered and delivered to our child when they are not attending the academy*
- *accept that whilst away from the care and guidance of academy staff, I / we will have the primary and sole responsibility for the above named child's, Health, Safety and Welfare along with all issues relating to Child Protection and Safeguarding*
- *will ensure that we have available full access to a suitable computer , colour printer and broadband connection to enable our child to access all of the available academy services in the home*
- *understand that if the child named on this document is found to need the support of an EHCP, that this Flexi-schooling arrangement will end and the named child will be required to attend on a full time basis* (Exemptions will only be considered if a signed letter is obtained from the relevant Local Authority / funding body, confirming that the Flexi-schooling approach is acceptable to them and will be of benefit to the child).
- *understand that notice to withdraw from this agreement must be given in writing indicating that my child will either return to regular full time attendance, or that they will be de-registered to return to Elective Home Education*

Signatures

Parent(s) / Carer(s)
.....

Principal / Nominated Academy Representative
.....

Date



Flexi-School: *Child Safeguarding and Protection*

Part 4 – Core Requirement

Name of Child: _____

Name of Parent(s) / Carer(s): _____

As part of the Flexi-Schooling arrangement, it is a key requirement that we can satisfy the Safeguarding and Child Protection requirements of Ofsted, DfE and Local Authority Safeguarding boards. Therefore parents / carers will be required to accept visits from a nominated member of the school staff if requested. This member of staff would normally be our Principal, who carries the ultimate responsibility for agreeing to the Flexi-Schooling provision, this could however be delegated a nominated member of staff or outside agency if required.

The visit will focus on all aspects of the home or third party environment, particularly issues relating to Child Safeguarding and Protection including concerns if raised.

Our home visits may be time-tabled for at least once every year, or more frequently, if for any reason a child as not attended the academy for the minimum requirement.

In addition parents can request further home visits by our staff.

With regard to third parties supporting education in the home, we will consider requests for DBS checks to be carried out on a person or persons concerned* on behalf of parents (* subject to an initial assessment).

Unexplained Absence

In the event that the above named child does not, or cannot attend the academy within the time-frame of TEN week days (two academic weeks), we will in the first instance make arrangements with you to meet either at your home address, or the academy with the above named child present.

In the event that we are unable to contact with you as parents, or you refuse contact / attendance when requested, the Flexi-schooling agreement will cease*, the named child will be removed from the school roll and your Local Authority will be notified of our actions and / or concern(s).

Please note that we are legally obligated to report any issue of concern that may relate to Child Safeguarding / Protection and Welfare.

(*this could be immediate, but will be no greater than one month)

Signed _____

Parent(s) / Carer(s)

Signed _____

Principal / Nominated Academy Representative

Dated _____

Please Note

To satisfy Child Safeguarding and Protection guidance, your child does not need to attend lessons; a visit to our school with them within the minimum time-frame will be noted and entered on our Attendance register.

Nominated persons who can acknowledge and record your visit are;

- The Designated person for Child Safeguarding & Protection is **Mrs Janette Mountford-Lees** (Principal)
or
- The Deputy-Designated person for Child Safeguarding & Protection is **Mr Stephen Malbon** (Bursar)
- The designated class teacher(s) **only** if the above are not available

Governing Body oversight

The Designated Governor for Child Safeguarding & Protection is **Mr Don Reeves** (Chairman)

