



# Pinfold Primary Forest School Flexi-schooling Policy and Agreement Document

## REVIEW SHEET

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Approved By			
Name	Sue Kenny		
Position	Chair of governors		
Signed			
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## 1. Introduction

At Pinfold Primary School, we recognise and will support, when practical and acceptable, the right of parents to choose a suitable and personalised education for their child according to the child's dispositions and needs, coupled with the families' beliefs and values.

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

Prospective parents need to be fully aware that we will not consider any requests for a Flexi-schooling place from them if their child has been excluded or expelled. However, this would not prevent you from applying for a regular place.

We believe it in the best interests of children to attend school and would work with parents to build up a child's time in school ready for them to attend secondary school, if this is the end goal.

Prospective parents must be aware that schools are not required by law to provide or offer Flexi schooling. When granted, such offers are made at the sole discretion of our Headteacher – there are no rights of appeal to Governors, LA, DfE or through the legal system if this provision is declined, varied by the school, or revoked. See Section 10.7 on p34 of EHE Guidance for LA's – April 2019.

If a situation occurs where the Flexi-schooling arrangement is varied or revoked, then those children subject to the signed Flexi-school Memorandum of Understanding (MoU) would be required to attend for additional days if requested or, in some cases, full-time. If a parent disagrees with this, they are free to take their child or children to another school or to de-register and move to EHE. If a parent elects to de-register, then we are legally required to inform the relevant Local Authority of the deregistration and pass records on to that authority so that they can effectively liaise with the family.

We are more than willing to accept children with a funded EHCP if the school can fulfil those needs. However, they will be required to attend on a full-time formal basis unless the EHCP clearly states that Flexi-schooling is the funding body's preferred option. The same will apply to children who currently attend on a Flexi-school basis and are found to need the support offered by such an arrangement.

Flexi-schooling cannot be used to avoid exclusion or expulsion either from this or any other school; such requests will be automatically declined. In addition, if an arrangement is already in place, it will be terminated if an exclusion is subsequently confirmed by other means. At that point, only full-time attendance will be permitted.

## 2. Induction

Having expressed an interest in Flexi-schooling, your child will be offered a series of planned induction taster visits. These will be arranged between you and our Headteacher 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. In all circumstances, our Headteacher is the final arbiter in this matter, and no appeals apply.

After these induction sessions, you can withdraw from the option of Flexi-schooling for any reason without challenge if you or your child wishes. We reserve the right to withdraw from a Flexi-schooling arrangement if it is felt that what we offer is not suited to your child's needs. At this point, parents are welcome to opt for a full-time place or consider other options.

Places are offered on the basis that your child can attend full time if you/they wish. After a series of induction sessions, both you and our Headteacher will discuss if there is a need for any additional days



above the core requirement to meet any additional support required. The outcome of this discussion will form the framework of a bespoke flexi-schooling arrangement.

On entry, we will need to conduct a baseline assessment so that we have a clear picture of ability/needs and so that we can match our teaching to those abilities/needs of your child by devising a learning plan suited to them.

We will liaise with your child's previous setting to gather any information on achievements, strategies etc.

We can provide exercise books and writing materials for use at home and could, in some circumstances, arrange for other resources to be borrowed. From time to time, we may also provide access to a range of web-based 'Online learning' opportunities, which will offer your child the chance to continue the learning experience while at home if you/they so wish.

If flexi-schooling is agreeable to you and your child, your child will need to follow the school uniform dress code, PE uniform and follow our school rules as to acceptable behaviour (Please see our Behaviour for Learning and Behavioural Management Policy); this helps to encourage cohesion and integration with their peers. It is essential that your child participates fully in the activities on offer when attending again to assist in the cohesion and integration with their peers, i.e. lessons, sports etc.

### **3. Flexi-Schooling – Consider This**

#### **Applications to Flexi-School**

Prospective parents need to be aware that Flexi-schooling can be requested, but it is not a right, and the decision to offer such a place following a request is granted at the sole discretion of our Headteacher. There are hidden implications in making this request; the key one is that parents do so at their risk and accept full responsibility for the entirety of their child's education. (DfE)

#### **Admission Arrangements**

Pinfold manages its admissions with the support of our Local Authority Admissions Team at Lancashire County Council (LCC). We will utilise their services to resolve disputes relating to our admissions policy and its application if required. Our Governing Body, the Local Authority/DfE or other bodies have no jurisdiction over offers relating to approval or rejections of Flexi-schooling requests. Any legal challenges would be dismissed given the DfE already give full discretion to the Headteacher to decline, accept, modify or remove the offer without reasons being required.

In all cases, Full-time or Flexi-schooled, our Admissions arrangements are the same. For details of our admission arrangements, please see our Admission Policy as its terms apply throughout the school year. It outlines how we consider and approve admission into our school and includes our appeals process.

#### **Moving into the area during the year**

The law enables parents of children seeking a school place to express a preference. Our Local Authority School Admissions team may give you indicative information about the availability of places in other schools in the area to help you form the best judgement possible as to your school of choice.

Parents should note that admission authorities cannot guarantee a place for any child at their preferred school, even where they move into a school's catchment area.

#### **Applications for Siblings**



Please be aware that if you seek a place for more than one child at once, it may not be possible for us to admit any or all of the children all at once. In such circumstances, any offer we make of a school place will be for the child named on the application and will not give the other children any automatic priority for admission as a linked sibling at the same time. However, we would always attempt to do so or at the earliest point after that. In any event, our Admissions Policy governs all admissions.

### **School transport**

Pinfold School and its unique offer of Flexi-schooling does not automatically grant any form of free transport (from the Local Authority) to our school. Parents have the full responsibility for ensuring that their child or children can start school on time each day, be it full-time or Flexi. Therefore, when considering changing your child's school (including moving into the area), you need to carefully think about how your child will get to our school. This needs to be factored into your decision-making process, as your child will only qualify for transport assistance following your relevant local authority home to school transport policy.

Further information can be found: [School transport - Lancashire County Council](#)

### **Free School Meals**

If you are claiming free school meals for your child and your application to change school is successful, you will need to notify our free school meals service of your move. Further information be found at [Free school meals - Lancashire County Council](#)

### **Further considerations if you are are changing schools**

While you may believe it is in the best interests of your child or children to change school, it is also worth noting that it can sometimes harm their education, and therefore, it needs to be considered very carefully. In all cases, we would not recommend that a child be withdrawn from formal education before an alternative school place is secured. Moving school without confronting the issue may help in the short term, but it may not help your child in the long run. Therefore, we would strongly recommend that you attempt to address any concerns with your current school – you could be saving yourself and your child or children additional unnecessary stress.

Please consider your choice carefully, using and understanding the information above and the points below before deciding to apply for a place or places here at Pinfold Primary Forest School.

### **Common reasons**

**Dissatisfaction** - Make an appointment to explain and discuss your concerns with your current child's Headteacher. They may not be aware of your concerns. However, in most cases, these issues can often be resolved.

**Non-School attendance** - Schools can often offer support or signpost you to relevant agencies to help you resolve any underlying issues relating to poor attendance.

**Behaviour issues** - Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. However, it is more important for everybody to work together to address and resolve the difficulties causing poor behaviour. Changing schools should not be used to avoid a fixed term or a permanent exclusion (Please note that we would not usually offer Flexi-schooling to children who have been excluded/expelled).

**Bullying** - You may think that a change of school is necessary because you feel that your child is being bullied. All schools have anti-bullying policies, and, as such, if you think your child is being bullied, you need to tell the school immediately to discuss your concerns further.



Special Educational Needs - If you are concerned that your child's special/additional educational needs are not being met by your current school, we strongly recommend that you contact your local authorities SEND team.

Finally - hopefully, this has not been overlooked as parents, you have decided to move schools, and you have your reasons for doing so. However, it's extremely important that your child (named on this form) is aware of your intentions and that they, too, are ready to move. We cannot stress enough the importance of the fact that they must want to come to Pinfold Primary School; if they do not, we would urge you to revisit why this choice has been arrived at to avoid any unnecessary distress.

### **Our School Policies, Practices, Procedures**

We are fully committed to supporting your move towards a collaborative interaction with our school. However, all parents and pupils attending our school on Flexi-schooling arrangements will only be allowed to do so on the basis that they accept and support our policies, practices and procedures, both current and future, irrespective of your own opinions etc. A key requirement is that all pupils must follow the National Curriculum when in school; this is a non-negotiable element of what we offer. Failure to follow our policies, practices, and procedures will impact our ability to continue with our Flexi-schooling offer for your child. In such situations, the Flexi-school place may be withdrawn, and your child or children will be required to attend full time.

### **Further Information**

If you require further information or would like to arrange a trial session of the 'Core Days' – **Tuesday, Wednesday, Thursday** please contact the school office either by telephone

01704 838840 or email [bursar@pinfold.lancs.sch.uk](mailto:bursar@pinfold.lancs.sch.uk)

(If you prefer Monday (yoga and PE, RE PSHE RSE Music) or Friday (swimming and praise assembly) please let us know.

As the parent or carer you will need to agree to use our class planning mats and discuss with the class teacher the learning inputs that must take place to ensure your child is not 'lost' for the time they are in school. In Oak class key inputs occur from Tuesday. In Willow class key inputs are various times in the week but phonics is daily. You will need to agree to work on the sounds that would be taught in school that week with your child or children.



## Appendix A: Flexi-Schooling Application

(One per child)

**This document should be read in conjunction with our Flexi-Schooling Policy and must be completed in full.**

Flexi-schooling must not be confused with Part-Time Education. Instead, it is deemed full-time education delivered in a hybrid format between a school and parents as Elective Home Educators.

**Each request to Flexi-school will be considered on its own merits and within its particular context, even between siblings.**

It must be agreed upon by our or any school and that while a parent/carer may request that their child is Flexi-schooled, it is entirely at the sole discretion of our Headteacher. Please note that parents/carers do not have a legal right to insist that a Flexi-schooling arrangement. There is no right of appeal to Governors or any higher authority if the application is declined or modified/rescinded at a later date. No reason is required from the school if this action occurs.

### Application Details

Name of Child	
Date of Birth	
Name of Parent(s) / Carer(s)	
Current Educational Arrangements (Elective Home Education / Mainstream Schooling / Other)	
Summary details of any IHCP (Individual Health Care Plan) or EHCP (Education Health and Care Plan) <i>(Please note the page headed Attendance Requirement)</i>	

Here Pinfold Primary School, we recognise and embrace the fact that the world around us is an evolving environment, made up of multi-faith, multi-national groups etc., along with a range of other elements that, where possible, we need to be mindful and supportive of. Please outline below the reasons you have chosen to apply for a Flexi-schooling place here at Pinfold Primary and add any philosophical view you have and how you believe it will benefit your child's academic development if we were to accept them on that basis.



In your comments, it will be important to mention that you understand the implications of choosing this hybrid approach to education.

This box will expand to accommodate your text and must be completed for the application to be considered.

Through this application I/ We:

- agree that the child named in this document will attend school for the **THREE CORE DAYS** every week.
- understand that we as parents/carers retain full responsibility for child's safety when not on school premises and while under parental care at any time.
- understand that by choosing to Flexi-school our child, then I/we acknowledge that I/we are responsible for the whole of our child's education and that I/we understand the implications of this choice.
- understand and support the school's actions if we as parents cannot be contacted during the school day, and emergency medical intervention is deemed necessary even if such action is against our wishes or beliefs.
- confirm that we have read, understand, acknowledge and accept **ALL** of the section titled 'Consider First' within this policy.

**By signing this, I have acknowledged and accepted the information and guidance offered and that I wish to progress the application to completion and understand that in doing so, I/we accept my/our responsibilities both now and in the future.**

Signed:

Parent(s) / Carer(s)

Signed:

Headteacher

Dated:

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

All elements of this document are subject to local evolution without referral and Ofsted / DfE guidance and Statutory Duty, along with all future UK Law





## Appendix B: Flexi-Schooling Introduction & Understanding

**Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Name of Parent(s) / Carer(s):** \_\_\_\_\_

Our school is part of the current state-maintained system of education. Parents/carers need to be aware that while we endeavour to be accommodating, we are required to follow the National Curriculum as a minimum requirement when children are being taught in school.

Pinfold Primary School is a state-maintained school funded via the LA from DfE. As such, we have a statutory duty to deliver the National Curriculum as set out by the Government when your child is in school. The educational provision we provide 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 (subject to Risk Assessment) and specialist visitors;
- assessment - we are required to assess at key points throughout the year, 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 while in school (and at home if required);
- access to our remote learning and online packages.

The DfE has been clear in stating that if a parent chooses to Flexi-school (even with the agreement of a school), then they as the parent/carer are responsible for the whole of the above-named child's education irrespective of how it is delivered. Therefore, in signing this page, we acknowledge and accept this responsibility.

I / We the above-named Parent(s) / Responsible adult(s) - accept that while the above-named child is in the care of the school that the school and staff are acting in the role of 'loco parentis', giving the school primary responsibility for their Health, Safety, and Welfare along with all matters relating to Safeguarding and Child Protection during this time. By signing this page, we acknowledge that this transfer of responsibility takes place.

All children who attend our school are required to wear official school uniform. Therefore we encourage our Flexi-School children to wear school uniform. By doing so shows your commitment to our school, its ethos and values and ensures that the integration with their peers will be easier to manage.

Parents will be able to meet with the class teacher (and, if required, the Headteacher) during the autumn and late spring terms to review your child's progress and review the attendance agreement if needed.

### **Education Health and Care Plan (EHCP)**

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.

Please be aware that in the event of determining that an EHCP is required, this Flexi-schooling offer will cease, and the named child will be required to attend on a full-time basis so that we (the school)



can ensure that we can fulfil the Statutory Duties that come with an EHCP. If the EHCP is externally funded, exemptions will only be considered if a signed letter is obtained from the relevant Local Authority/funding body, confirming that the chosen Flexi-schooling approach offered is acceptable to them (the funding body) and that it will be of benefit to the child. Further permission will also be required from Ofsted/DfE.

Please be aware that we (the school) can withdraw from or 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-half term.

*(\*Please note that 'reasonable notice' will depend on the circumstances and issues relating to the named child on this document and for any aspect of their educational development, behaviour, attendance etc. and in some cases, judgements may be instant – i.e. acts of violence from named pupil or parent carer).*

**Signed:**

**Parent(s) / Carer(s)**

**Signed:**

**Headteacher**

**Dated:**

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

All elements of this document are subject to local evolution without referral and Ofsted / DfE guidance and Statutory Duty, along with all future UK Law



## Appendix C: Flexi-Schooling Child Safeguarding and Protection

### Inc. Unexplained or Long-term Absence and Statutory Duty

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Parent(s) / Carer(s): \_\_\_\_\_

#### Unexplained Absence

If the above-named child does not or cannot attend the school within the time-frame of **TEN weekdays** (two academic weeks), we will, in the first instance, seek to make arrangements with you to meet either at your home address or the school with the above-named child present. This meeting could be with a member(s) of the school staff and/or an Education Welfare Officer (EWO).

A failure to attend/make contact with, or respond to contact attempts from the school beyond TEN weekdays will require us to remove the above-named child from the school register. **In such circumstances, we have a statutory duty to report the extended and unconfirmed absence and our actions to the relevant LA and Safeguarding team; they will then act according to their local procedures.**

Reinstatement would only be considered on a full-time formal attendance Monday to Friday.

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. Allowances for prolonged illness will be accepted if supported by a letter from your GP

Nominated persons who can acknowledge and record your visit are:

Designated Person for Child Safeguarding & Protection: **Mrs Claire Tjaveondja**

Deputy Designated Person for Child Safeguarding & Protection: **Miss Caroline Whiteside and Mrs Rebecca Zaim**

#### Governing Body oversight

Designated Governor for Child Safeguarding & Protection is Mrs Sue Kenny

#### Safeguarding Summary

If we cannot contact you as parents, or you refuse contact/attendance when requested, the Flexi-schooling agreement will cease\*, and the named child will be returned to the regular attendance roll or removed from the school roll completely.

We have a statutory duty to report ALL removals from roll to our and your Local Authority, who will in all cases be notified of our actions and/or concern(s).

Please note that we have a statutory obligation to report any concern related to Child Safeguarding / Protection and Welfare.

Concerns relating to Safeguarding, Child Protection and Child Welfare may in some circumstances require the amendment of or withdrawal of the Flexi-schooling arrangement and therefore a requirement to return to formal school attendance\*.



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

### **Please Note**

**ALL** children attending our school are subject to the standard attendance requirements for the core days and any additional days applied through the flexi-schooling offer. Unexplained absences, including Holidays in Term time taken without permission, are subject to the current legislation in place and the financial penalties this can incur on both parents.

**Signed:**

**Parent(s) / Carer(s)**

**Signed:**

**Headteacher**

**Dated:**

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

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## Appendix D: Flexi-Schooling Parental Responsibilities

**Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Name of Parent(s) / Carer(s):** \_\_\_\_\_

This section relates to ALL activities away from the school arranged by the parent(s) / carer(s) while the named child is in their care, or where the parent/carer have organised their own additional provision, with a third party and 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.

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

- understand that by choosing not to have our child educated by formal attendance at school, then I/we acknowledge that I/we are fully responsible for the whole of our child's education.
- understand and accept FULL responsibility for any future criticism or potential legal redress from the pupil (or another representative of the pupil) named above in relation to the choice we have made in requesting a Flexi-schooling arrangement, and absolve the school or the state system of any future responsibility relating to academic outcomes as a result of that choice.
- will work with the school to promote learning in the basic subjects of Reading, Writing and Maths while our child is being taught at home.
- are responsible for the education of the above-named child when they are not attending the school on the non-core days when we are in effect Elective Home Educating.
- will, if our child is unable to attend on the agreed dates/days, call or e-mail the school office to confirm a reason for the absence and its likely duration.
- accept that, I/we are entirely responsible for managing the educational provision offered and delivered to our child when they are not attending the school, even while using school-provided materials, including any access to online features offered by the school.
- accept that while away from the care and guidance of school staff, I/we will have the primary and sole responsibility for the above-named child's, Health, Safety and Welfare along with all issues and circumstances relating to Child Protection and Safeguarding and understand that the attendance register will be marked to reflect this using the Code C for Authorised Absence.
- understand that our notice to withdraw from this agreement must be given in writing indicating that my child will either return to regular full-time formal attendance or that they will be de-registered to return to Elective Home Education.
- understand and accept our responsibility to monitor the use of and access to other content offered via the internet while our child is away from the school. We will have in place measures to ensure online safety and data security. (advice/ recommendation on matters of online safety and security concerning the use of the internet is available on request).

**Signed:**

**Parent(s) / Carer(s)**



**Signed:**

**Headteacher**

**Dated:**

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

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## Appendix E: Flexi-Schooling Attendance Requirement

**Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Name of Parent(s) / Carer(s):** \_\_\_\_\_

After a settling in period of no more than one month, we will only offer Flexi-Schooling if the following points are adhered to without variation on the clear understanding that:

- Full and timely attendance on each of the 'Core Days' of \_\_\_\_\_ per week is maintained (illness and unavoidable circumstances excepted). Thursday and Friday are optional if you wish to attend – it is helpful if you could give 24 hours' notice if you/they want to do so to allow for planning and preparation.
- ALL school policies, procedures and directives are adhered to without exception, irrespective of personal views. By signing this document, we confirm that we have read all policies.
- The requirement that you will ensure that your child will attend the school to complete initial low key baseline entry assessments in each of the core subjects of English (Writing and Reading) and Maths to allow our staff to set work appropriate to the ability of the named child and from that to stipulate any additional days that may need to be added to the 'Core Days' or other support from parents in the home.
- The named child must be available for and complete ALL of the Statutory Assessment Tests (SAT's) held during the summer term of the academic year and that the child named in this document may have the opportunity to take part in booster sessions with staff in school.
- No term-time holiday requests will be allowed during the period from the Easter break until the end of June when ALL eligible children must be available for the general assessment period – covering the Key-Stage 1 & 2 SAT's, Year 1 Phonics Screening Assessment, Year 4 Multiplication Tables Check, including teacher assessments.

This approach allows our teaching staff to plan lessons effectively and provide the correct level of available resources to match numbers, thereby allowing our school to continue justifying Flexi-schooling to the DfE/Ofsted.

When attending, it is important that your child;

- If your child has a problem attending on an agreed day or days for any reason, you are required to contact the school office and advise no later than 9.15am – this contact can be by e-mail, telephone, or in-person and will need to be repeated daily unless supported by a medical note.
- The named child is to wear the school uniform.

When working at home, it will be important for your child to engage with our online offers and that while in school, your child will be required to follow the school's educational direction.



There is an expectation that parents will support their child outside of school with basic reading, writing, and maths and support the school in promoting learning. We use planning mats and information posters for parents as a guide.

**Signed:**

**Parent(s) / Carer(s)**

**Signed:**

**Headteacher**

**Dated:**

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

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