

STANBURN PRIMARY SCHOOL



Flexi-Schooling Policy

Committee Responsible:	Headteacher
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Reviewed By: (Committee Name)	Headteacher
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1. Introduction

Stanburn Primary School is committed to providing high-quality education and promoting full attendance in line with our Attendance Policy. We recognise that, in exceptional circumstances and only at the discretion of the Headteacher, some families may request a **flexi-schooling** arrangement. Flexi-schooling is a **blended approach** where a child remains on roll at the school but attends for part of the week and is educated at home for agreed days.

Flexi-schooling is **not a legal entitlement**. Requests will be considered on a case-by-case basis and only agreed where it is clearly in the best interests of the child.

2. Definitions

Flexi-schooling – an arrangement under which a pupil:

- Is registered at Stanburn Primary School full-time.
- Attends school for a set number of days each week.
- Is educated at home for the remaining days as agreed by the school and parents/carers.

The parent retains responsibility for the child's **education on home-learning days**.

Flexi-schooling differs from:

- **Elective home education (EHE)**, where the child is not on the school roll.
- **Part-time timetables** designed for short-term medical or reintegration reasons.

3. Principles and Aims

The school aims to ensure that flexi-schooling:

- Provides a **suitable, full-time education** overall for the pupil.
- Maintains access to the National Curriculum on school attendance days.
- Supports partnership and communication between school and parents.
- Is regularly reviewed to ensure the child's progress and welfare.

4. Requesting Flexi-Schooling

Parents/carers must submit a **written request** to the Headteacher that includes:

- The **reasons** for the request and why it is in the pupil's best interests.
- The **proposed pattern** of school and home education.
- How the parent will ensure the child receives **suitable education** at home.

The Headteacher may meet with parents to discuss and clarify the request. The school may:

- Agree to the request and set up an agreement,
- Suggest alternatives,
- Decline the request where it is not appropriate.

5. Flexi-Schooling Agreement

If approved, a **written agreement** will be drawn up and signed by both parties. This will include:

- The **expected pattern** of attendance at school (e.g. 3 days at school, 2 days at home).
- The **rationale** for the arrangement being in the child's best interests.

- How the **attendance register will be marked** (home days as Code C: authorised absence).
- Arrangements for **communication, review meetings**, and monitoring.
- Parental responsibility for educational provision on home days.
- Expectations around **assessments and reporting progress** back to school.
- Terms under which the arrangement may be **amended or withdrawn** by either party.

6. Recording and Monitoring

Attendance:

- On school days, pupils will be marked as **present**.
- On home education days, the register will be marked with **Code C (Authorised Absence)**.

Monitoring:

- The Headteacher (or nominated contact) will **monitor patterns** of attendance and home learning.
- The school will maintain records of **reviews and communications** with parents.
- The school is not responsible for supervising home education, but may ask for evidence if concerns arise.

7. Curriculum and Progress

Pupils attending flexi-schooling will have access to the **state school curriculum** on the days they are present. The school will:

- Ensure pupils access core curriculum subjects on school days.
- Discuss with parents how progress and continuity of learning will be supported on home days.
- Use internal assessments to review pupil progress regularly.

The school retains responsibility for the pupil's **education outcomes overall**.

8. Review and Withdrawal of the Arrangement

The flexi-schooling agreement will be reviewed termly (or more often if needed) to ensure it remains appropriate. The arrangement may be withdrawn if:

- The pupil's progress or welfare is compromised.
- Attendance on agreed school days is not met.
- Parents fail to uphold the conditions of the agreement.

In such cases, full-time attendance may be reinstated.

9. Ofsted and External Accountability

If Ofsted or other inspectors review the school's attendance and provision, the school must be able to:

- Explain how flexi-schooling agreements support pupil progress.
- Demonstrate appropriate recording and monitoring.
- Explain the rationale for authorised absence codes.

10. Safeguarding and Welfare

Stanburn Primary School's **Safeguarding Policy** still applies. The school will:

- Ensure contact details for flexi-schooled pupils are up to date.
- Follow safeguarding procedures if concerns about welfare arise, on or off home education days.
- Support families to ensure the child is safe and receiving suitable education.

11. Equality and Inclusion

The school will apply this policy **fairly and consistently**, ensuring equality of opportunity regardless of race, gender, disability or other protected characteristics.

Flexi-Schooling Agreement

This Flexi-Schooling Agreement should be read alongside Stanburn Primary School's **Attendance Policy**. It sets out how flexi-schooling operates within the school's commitment to high attendance, safeguarding and pupils' entitlement to full-time education.

Flexi-schooling is a **discretionary arrangement**, agreed by the Headteacher, and is reviewed regularly to ensure it remains in the best interests of the child.

1. Aims

This agreement supports the aims of the Attendance Policy by:

- Setting **high expectations** for attendance and punctuality on agreed school days
- Ensuring the pupil continues to have access to a **full-time education overall**
- Promoting regular attendance while recognising exceptional circumstances
- Acting early to address any concerns about attendance, progress or wellbeing
- Building and maintaining **strong relationships with families** to support the pupil effectively

2. Legislation and Guidance

This agreement is informed by the same statutory framework as the Attendance Policy, including:

- Part 6 of the **Education Act 1996** (Section 7 – parental responsibility for education)
- The **Education (Pupil Registration) (England) Regulations 2006**, including the use of authorised absence codes
- DfE statutory guidance: *Working together to improve school attendance* (effective from 19 August 2024)
- *Keeping Children Safe in Education*

Flexi-schooling is not a statutory entitlement and may be withdrawn at the discretion of the Headteacher.

3. Pupil Details

- **Pupil name:**
- **Date of birth:**
- **Year group / Class:**

4. Nature of the Flexi-Schooling Arrangement

The pupil will remain **on roll as a full-time registered pupil** at Stanburn Primary School.

The agreed pattern of attendance is:

- **Days attending school:**
- **Days educated at home:**
- **Start date:**

On home-education days, attendance will be recorded using **Code C (authorised absence)** in line with the Attendance Policy and DfE guidance.

5. Roles and Responsibilities

5.1 The Headteacher

In line with section 3.2 of the Attendance Policy, the Headteacher is responsible for:

- Approving the flexi-schooling arrangement
- Ensuring attendance is recorded accurately
- Monitoring attendance, progress and safeguarding
- Reviewing the arrangement regularly and withdrawing it where necessary

5.2 Parents / Carers

As defined in section 3.7 of the Attendance Policy, parents/carers agree to:

- Ensure the child attends school **every agreed school day, on time**
- Take **full responsibility for education, supervision and welfare** on home-education days
- Provide a **suitable, efficient and age-appropriate education** on home days
- Support learning that broadly complements the school curriculum
- Maintain **records or evidence of learning**, if requested as part of a review
- Communicate with the school in a reasonable and respectful manner
- Inform the school promptly of any safeguarding, welfare or educational concerns

Failure to meet these expectations may result in the arrangement being reviewed or withdrawn.

5.3 The School

In line with sections 3.1–3.6 of the Attendance Policy, the school will:

- Provide access to the **National Curriculum** on school attendance days
- Monitor attendance, punctuality, progress and wellbeing
- Keep accurate attendance records in line with statutory requirements
- Maintain oversight of the arrangement through regular review meetings
- Act in accordance with safeguarding and child protection procedures

6. Attendance and Registration

Attendance expectations set out in section 4 of the Attendance Policy apply in full on agreed school days.

- Non-attendance on agreed school days will be followed up in line with:
 - Section 4.5 (Following up unexplained absence)
 - Section 8 (Attendance monitoring)
- Persistent failure to attend on agreed school days may result in:
 - withdrawal of flexi-schooling approval
 - reinstatement of full-time attendance expectations

7. Monitoring and Review

In line with sections 8 and 9 of the Attendance Policy:

- This arrangement will be reviewed on:
Review date(s):
- Reviews will consider:
 - attendance and punctuality
 - academic progress
 - wellbeing and safeguarding
 - whether the arrangement remains in the pupil's best interests

The school may request information from parents to support this review.

8. Withdrawal of the Arrangement

The school may withdraw this agreement if:

- attendance expectations are not met
- the pupil's progress or wellbeing is a concern
- safeguarding concerns arise
- the terms of this agreement or the Attendance Policy are not adhered to

Parents may request a return to full-time schooling, subject to discussion and reasonable notice.

9. Safeguarding

Stanburn Primary School's **Child Protection and Safeguarding Policy** applies at all times. Any concerns will be managed in line with statutory guidance and school procedures.

10. Agreement

By signing below, both parties confirm that they understand and agree to the terms of this Flexi-Schooling Agreement and the Attendance Policy.

Parent / Carer name:

Signature:

Date:

Headteacher name:

Signature:

Date: