

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

**I would be grateful if you could send me a copy of the paperwork which is sent to families opting to home educate their children i.e. where children are removed from school for elective home education.**

**Please supply the standard introductory letter(s) from the council, plus any booklets or questionnaires.**

**In summary, I am requesting the following:**

- 1) Any and all letters sent to new home educators, including follow up letters in standard form.**
- 2) Any information booklets/handbooks that you send to new home educators.**
- 3) Any questionnaires that you send to new home educators (and follow up questionnaires).**

**Finally, I would also like to know whether this information is hand delivered or posted to home educators.**

Please find the relevant information attached, there are 7 documents in total.

- 'EO 1' is a letter that is usually sent to parents who have withdrawn their child from school to home educate. In some circumstances, the parents do not want a visit from an Education Welfare Officer but many appreciate this early discussion about how the LA works with parents.
- 'EHE confirmation lett' is a template we use if a parent needs proof from the LA that their child is home educated.
- The 'EWS Elective Home Education Report' is used as a format to collect some information from the parent and as a template for discussion. The Home Education Adviser will not usually be in touch with new home educators for several weeks and so we try to offer a supportive visit from an Education Welfare Officer in the interim period.
- The 'Question' document is a template we give to parents to assist them in providing information that we pass on to the Home Education Advisor. If parents choose not to share any information with the Education Welfare Service beyond the fact that they are home educating that is accepted by the EWS and the case is passed over to the Home Education Advisor.

- The 'Appointment Letter Template' is sent to parents by the Home Education Advisor if we are unable to contact them by telephone.
- The 'Appointment Letter Failed Visit Template' again is sent by the Home Education Advisor and is self-explanatory.
- Also attached is a Parent Report Template which sent to home educators who do not want a visit from the Home Education Advisor.

Correspondence is given in person or posted and varies from case to case.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**  
**Information and Support**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**  
e-mail: [info-requests@leicester.gov.uk](mailto:info-requests@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**  
**Telephone: 01625 545 700**  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.