Home Education de-registration process
for children with a Statement/EHCP

Pupil on roll of a special school

Parent writes to EWS to request permission to de-register

EWS and parent discuss proposed arrangements

Satisfactory proposal

EWS advise school to de-register pupil and upload CTF to lost pupil database. EWS advise SEN

Follow SEN and EHE procedures (annual/interim reviews)

If parent would like additional support the proposals will be taken to the weekly SEN Panel by the child’s EHC plan coordinator (supported by EWS)

Pupil on roll of a mainstream school

Parent writes to Head teacher – Head teacher removes child’s name from school roll and forwards parents letter to EWS

Unsatisfactory proposal

EWS inform SEN

EWS decline permission for child to be de-registered and advise parents in writing (re-negotiations Re: proposals)

Parents have a right to appeal to Secretary of State

EWS to offer advice and support to parents as per EHE guidance and procedures

Satisfactory proposal