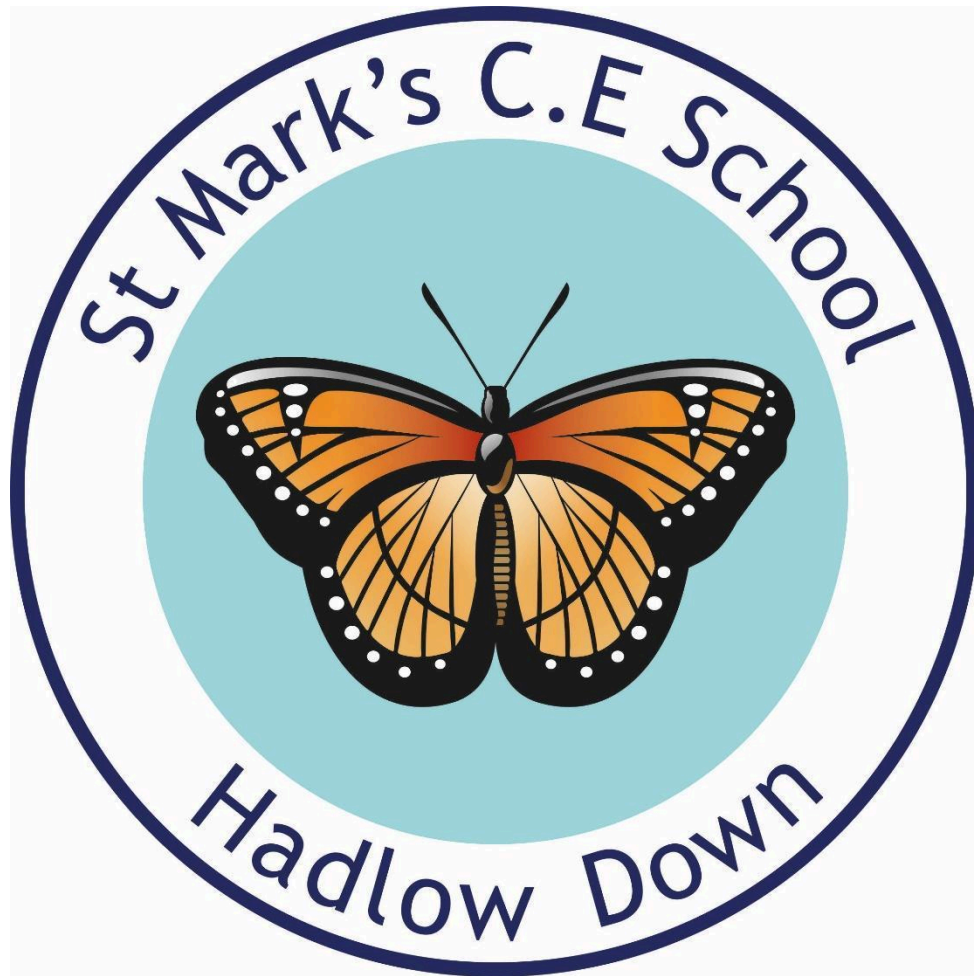


St Mark's C of E Primary School



St Marks, with the love of Jesus, will give us wings to fly.

Policy Name	Flexi- School Policy
Date Written	June 2026
Date Approved	Sept 2026
Next Review Due	June 2028

INTRODUCTION

St Mark's CE Primary School firmly believes that every child should have the opportunity to access high quality education. We recognise that parents/carers may choose for their child or young person to engage in very effective, full-time, and suitable education that does not involve full-time attendance in a designated school. One way could be for them to request that our school considers entering into a flexi schooling agreement.

For our school to establish and maintain a flexible schooling arrangement, it is important that we reach a shared agreement on how we will work together. This will help ensure that expectations are clearly understood and met by both parties.

This policy is designed to support parents who are considering a flexible approach to their child's education, whereby a child of compulsory school age attends school for part of the week and is educated elsewhere, usually at home, for the remainder of the time. This arrangement is commonly referred to as 'flexi-schooling'.

The school welcomes discussions with parents who are interested in flexi-schooling and will consider requests on an individual basis.

What is Flexi-Schooling?

Flexi-schooling is where a child spends part of the week attending school, and some of the week educated at home or at an off-school site. This arrangement needs a formal request from parents (see Appendix 1) and must have approval from the Head of School. In such arrangements, the child will always remain on the school roll.

It is an individual arrangement made between the school and the parent. It is recognised by the DfE as a valid full-time education. There is no pre-determined model for the amounts of time given to either of the settings and individual arrangements vary widely.

Flexi-schooling is not the same as home schooling/Elective Home Education. Parents and carers who request flexi-attendance are asking for a pattern of provision which will involve attendance at school, as well as times when the child will receive educational provision at home.

Flexi-schooling is also different from temporary part-time attendance arrangements which the school, parent or carer may seek to make. Such arrangements are monitored and reviewed with the intention that the child returns to full time attendance as soon as possible. Flexi-schooling is full time, although the provision may be split.

What are parents' responsibilities regarding education?

The responsibility to ensure that a child receives full-time education whilst he or she is of statutory school age lies with the parent. The Education Act 1996 states; *"the parent/carers of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable to his or her age, ability and aptitude, and to any special educational needs he or she may have, either by regular attendance at school or otherwise."*

Some parents and carers may decide to provide a suitable education by educating their child at home, rather than seeking to enroll their child at a school. This is known as *"Home Schooling"* or *"Elective Home Education"* and is where the parent or carer takes full responsibility for the education of the child.

Parents and carers have a legal right for their child to be registered at a school or Elective Home Education. There is not the same right to flexi-schooling.

Flexi Schooling and the law

Parents are allowed in law to ask schools about possible arrangements for flexi-schooling. However, there is no parental entitlement to flexi-schooling. It is entirely at the discretion of the school. At St Mark's CE Primary School, the decision to agree a flexi-school arrangement, or not, rests with the Head of School. If a school decides not to agree to such an arrangement, there is no formal appeal process, beyond the school's complaint procedures.

In April 2019, the DfE issued updated guidance for Elective Home Education, alongside separate guidance for parents. The April 2019 guidance contains the following paragraphs in relation to flexi-schooling:

“Although most children educated at home have all the provision made at home, or alternatively partly at home and partly in other ways such as attendance at privately-run part-time tuition settings, it is not essential that this be so. Some children who are educated at home most of the time are also registered at school and attend school for part of the week. The purpose of this is usually to ensure the provision in specific subjects is satisfactory, although it can also help in other ways such as socialisation. If a child is of compulsory school age he or she must, overall, be receiving full time education even if components of it are part-time”. (para10.7, DfE Guidance for LAs in relation to EHE)

“Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as ‘approved off-site activity’ as the school has no supervisory role in the child’s education at such times and also has no responsibility for the welfare of the child while he or she is at home” (para10.8, DfE Guidance for LAs in relation to EHE)

IMPLICATIONS FOR PARENTS TO CONSIDER

The implications of providing part of a child's education at home are considerable and require careful consideration. Successful flexi-schooling demands significant commitment from families in terms of time, expertise, resources, and collaboration with the school. Consideration should also be given to the potential impact on friendships, social development, and opportunities for engagement with peer groups, as reduced time in school may affect these important aspects of a child's experience.

The education provided at home and at school should, when combined, constitute a full-time education. Although there is no statutory requirement for parents to follow the National Curriculum during home-based learning, it is important that they consider the impact of flexi-schooling on the child's access to the school curriculum and the potential fragmentation of learning. Families should maintain regular communication with the school regarding the topics and areas of learning being covered throughout each term. This will enable home learning to complement and reinforce the education provided in school, ensuring that any missed learning is appropriately addressed. Flexi-schooling cannot be used as a means of opting out of specific subjects, elements of the curriculum, or particular areas of learning for any reason.

Should a child transfer to another school, there can be no guarantee that a flexi-schooling arrangement will continue. Any such request would be considered at the discretion of the Headteacher of the receiving school.

Our school is committed to providing an inclusive educational environment and seeks to work positively with the wishes and choices of all families. Parents of flexi-schooled children are expected to support and uphold the school's ethos, values, policies, and practices. A strong,

positive, and reciprocal partnership between home and school is essential to ensuring that any flexi-schooling arrangement is both successful and sustainable.

THE PROCESS

Prospective parents who wish to pursue a flexi-schooling arrangement should arrange a visit to the school and discuss their request with the Head of School. Admission on a flexi-schooling basis is granted at the discretion of the Head of School. Each application will be considered individually, taking into account the child's circumstances and the specific context of the request.

Families wishing to apply for flexi-schooling should complete the application form provided in Appendix 1. Following submission, a meeting with the Head of School will be arranged to discuss the application. **Approval for flexi-schooling is granted on an annual basis, and a new application must be submitted each year.**

At St Mark's, children who are flexi-schooled are required to attend school for a minimum of three full days each week. The two days allocated for off-site education will be the same for all families participating in the flexi-schooling arrangement. Flexi-schooling applications will only be considered for children in Reception through to Year 2.

Flexi-schooling is generally not considered appropriate for pupils in Key Stage 2 due to the increasing complexity, pace and breadth of the curriculum. As pupils progress through Key Stage 2, learning becomes more sequential, with new knowledge and skills building rapidly on prior learning across a range of subjects. Regular attendance in school is therefore essential to ensure pupils receive consistent teaching, participate fully in collaborative learning, and are adequately prepared for future educational expectations. In most circumstances, requests for flexi-schooling for Key Stage 2 pupils will not be approved.

In deciding whether to agree to a flexi-schooling arrangement, the school will consider:

- safeguarding the child is of paramount importance
- the appropriateness of the education proposed by the parent away from the school
- the effect on the school organisation and funding
- the effect on school resources, including staffing and workload
- the effect on school discipline and the morale and motivation of other children on roll at the school
- the advice of other relevant education, medical and social care professionals.

Families applying for a flexi-schooling arrangement will be notified as soon as a decision has been made. Where approval is granted, arrangements will be made to complete and sign the Parental Agreement (see Appendix 2). This policy, together with the Parental Agreement, sets out the expectations and responsibilities of both the school and families to ensure that the arrangement is clear and effective for all parties.

Responsibilities and expectations include:

- the agreed pattern of attendance and the sessions during which the child is expected to attend school,
- the duration of the arrangement and the schedule for review meetings. Reviews will take place on a termly basis,
- the level of flexibility available for special events that fall outside the normal attendance pattern, such as assemblies, educational visits, productions, performances, sporting events, or visits from external speakers,

- the procedures for recording attendance and the coding of the school register,
- the requirement for parents/carers to notify the school if their child is absent from a session during which they would normally be attending school or participating in an approved educational activity,
- the requirement for parents to inform the school if their child is unwell on a flexi-schooling day, as this affects the attendance code recorded in the register,
- confirmation that the school will follow up any unexplained or unexpected absence in line with its usual attendance procedures,
- an expectation that parents/carers will provide the school with an overview of the learning provision planned for the time the child is educated off-site,
- arrangements for monitoring pupil progress. Families are expected to maintain records of learning undertaken and the child's progress during the off-site element of the arrangement. Evidence of learning should be shared regularly with the school. While the format of these records is not prescribed, they may include learning journals, samples of the child's work, parental observations (including child voice), reports, and annotated photographs. Such evidence may also be considered by Ofsted during an inspection,
- arrangements for both internal and statutory assessments. As flexi-schooled pupils remain on the school roll, they are required to participate in all statutory assessments, including the Year 1 Phonics Screening Check (PSC), Multiplication Tables Check (MTC) and End of Key Stage 2 assessments (SATs), as well as any school-based assessments deemed appropriate,
- a requirement that, where parents choose to engage another person to provide education during home-based learning sessions, they are responsible for ensuring that the individual is suitable to work with children,
- share details of any identified or emerging special educational needs and any associated support or provision,
- recommendations for regular planning and review meetings between families and the school to support the child's progress and maintain effective home-school communication,
- confirmation that the school will notify the Local Authority's Elective Home Education (EHE) Administrator of the agreed flexi-schooling arrangement,
- the circumstances under which either party may terminate the arrangement and the notice period required,
- the process for resolving any concerns or disputes that may arise during the course of the arrangement.

WORKING TOGETHER

For flexi-schooling to be successful, it is essential that families and the school work in close partnership. To support this collaborative approach, the school is committed to the following principles:

ROLE OF THE SCHOOL

- Children's attendance will be monitored regularly. If attendance (on agreed non-flexi schooling days) falls below 96%, the flexi-schooling arrangement will be reviewed.
- Children's progress will be tracked throughout the academic year. Should the Head of School have concerns regarding a child's progress in any area of learning, the flexi-schooling arrangement will be reviewed.
- The school will take into account evidence of learning and achievement gathered by parents during home-based learning. Relevant evidence relating to progress should be shared with the school to support assessment processes.
- Termly flexi-schooling review meetings will be held to evaluate the effectiveness of the arrangement. These meetings will consider attendance, teacher feedback, pupil voice, parent feedback, and the views of any other relevant stakeholders (Appendix 3).

ROLE OF PARENTS/CARERS

- A clear and up-to-date record and/or diary of activities and learning experiences completed on home-schooling days must be maintained using the ClassDojo online platform.
- Families are expected to provide copies of work, evidence of learning, activity records, and diaries to the school upon request. They should also bring relevant evidence to each termly parent meeting.

GENERAL ARRANGEMENTS

Admissions: There is no distinction between children who are flexi schooled and those who are not. Whatever the degree of attendance, the child will count towards admissions numbers on roll as full- time.

Appeals: There is no appeal against a decision by the school not to agree to a flexi-schooling request.

Attendance: Children should be recorded as absent when not in school. The C code (authorised absence) should be used. Some schools have expressed concern that such absence may have a detrimental effect for the purpose of Ofsted inspection, but this is not the case (para10.8, DfE Guidance for LAs on Elective Home Education). In line with the DfE guidance on Elective Home Education issued in April 2019, on the days the child is being educated by the parent outside of school, the school must not use the B code as this would mean that the school is responsible for supervising the off-site education and will ensure the safety and welfare of the child when off site; C code would be the most appropriate code to use. If the child is unable to attend a home-based session because of illness, the parent/carer must inform the school, and this should be reflected in the school's register.

It may be beneficial to establish regular communication between the teacher and parent to ensure that topics being covered in school are clearly explained and understood. At the beginning of each term, all parents will receive a learning overview outlining the key topics and subject content to be covered. While teachers may choose to provide additional resources to support learning, this is not an expectation.

Communication

The school will monitor each pupil's progress, attendance, behaviour, and the effectiveness of any intervention programmes in accordance with the procedures already in place for full-time pupils.

Parents will receive updates on their child's progress at least three times each academic year through formal parents' evenings and/or written reports. Additional updates may be provided through informal communication as appropriate. Families are expected to act upon any advice given and to work in partnership with the school to support their child's academic progress and overall development.

Curriculum

Maintained schools are required to follow the National Curriculum for all pupils on roll. Accordingly, flexi-schooled pupils will access the National Curriculum during the days they attend school. In addition, all registered pupils are legally entitled to receive Religious Education.

Funding

Pupils who are flexi-schooled remain registered as full-time pupils on the school roll. Sessions during which a pupil is educated at home under an agreed flexi-schooling arrangement will be recorded as authorised absences. Consequently, the school will continue to receive full-time

funding for these pupils.

Flexi-schooled pupils must be included in all statutory census returns submitted to the Department for Education (DfE).

Insurance

There is no distinction in insurance arrangements between flexi-schooled pupils and those attending school full-time.

Education, Health and Care Plans (EHCPs)

Where a child has an Education, Health and Care Plan (EHCP), any decision to implement a flexi-schooling arrangement must be made in consultation with the Local Authority (LA) SEND Team. Once agreed, the arrangement should be recorded within the EHCP and the child's progress monitored through the standard annual review process.

The school will continue to receive full funding for pupils with an EHCP who are flexi-schooled, and these pupils must be included in all census returns.

Responsibility for managing and reviewing the flexi-schooling arrangement rests with the school, not the Local Authority. Schools should work collaboratively with parents and carers to address any concerns or issues that arise.

Local Authority Notification

Schools must notify the Local Authority of all pupils who are educated through a flexi-schooling arrangement.

Where Home Education Is Considered Unsuitable

Neither the school nor the Local Authority has a statutory duty to routinely monitor the quality of home education provided under a flexi-schooling arrangement. However, where the school has concerns that the education being provided at home is not suitable or does not reflect the agreed arrangement, it may request that the parent takes appropriate remedial action. An additional review date will be set with the expectation that families will make adjustments accordingly.

If the parent/carer does not address these concerns, or if concerns persist, the school may withdraw its agreement to the flexi-schooling arrangement. In such circumstances, the child would be required to return to full-time attendance at school while remaining on roll, unless the family chooses to assume full responsibility for the child's education through Elective Home Education (EHE) and formally deregisters the child from school.

A School Attendance Order would not be appropriate in these circumstances, as the child remains registered at a school. If a child fails to return to full-time attendance following the withdrawal of a flexi-schooling agreement, the school should record any subsequent absence as unauthorised and seek advice from the Attendance Support Team within the Team Around the School and Setting.

Appendix 1 – Application form



Flexi-schooling

Additional Information Form

To be filled in alongside School Enrolment form either by parents or during meeting)

Child's name		Name of parents/carers	
Admissions form completed Yes / No			
What are your reasons applying for flex-schooling? Why do you think that it is in the best educational interests of your child?			
How will you organise the learning of your child when absent for flexi-schooling?			
Will you ensure that your child continues to follow the National Curriculum?			
Explain how you will provide appropriate supervision of your child during the flexi-periods of learning at home.			
Will you be able to provide a suitable workspace for your child to work?			

Appendix 2 – Family/ School Agreement



Parent and School Agreement

During the period of the flexi-schooling agreement:

- The pupil may attend special events which take place on the agreed non-school days, in consultation and agreement with the teacher and Head of School.
- Parents retain the same access to records, reports and opportunities to meet with the teacher as the other pupils who attend school on a full-time basis, e.g. parents' evenings and school reports.

Termination of the flexi-school agreement.

- The timetable will be subject to regular review meetings between parents and the Head of School. This meeting will inform the decision as to whether the flexi-school agreement continues to be in the best interests of the child, and therefore is to continue.
- The parent may terminate the flexi-school agreement at any point during the academic year. The date of return to full time education will be agreed with the Head of School.
- The Head of School may terminate the flexi-school agreement if he/she believes that the arrangement is detrimental to the progress or well-being of the child (refer to Policy).

Child's name		Parent/ Carer name	
DOB	Year group	UPN	
Days and times of school attendance		Monday ALL DAY	Tuesday ALL DAY
		Wednesday ALL DAY	Thursday AM PM
		Friday AM PM	
Start date of the flexi-school arrangement			
Formal Review dates		Autumn 2	Spring 1
		Spring 2	Summer 1
		Summer 2	
We fully understand and agree to the contract and agree to fully engage with the school to ensure the best interests of the child are always met. I have read and understood the School's Flexi-school Policy.			
Head of School signature			
Parent/ Carer(s) signature			
Date			
<i>Scan and attach to student file on Arbor. Parent copy.</i>			



Appendix 3 - Family/ School Review

Name	
Date	
Date of Next Review	

Attendance for Half Term:

Academic Progress & Teacher Voice:

Child/Young Person Voice:

Parent Voice:

Any other comments – external agencies/safeguarding/welfare?