Flexi-Schooling Policy
Settle and Kirkby in Malhamdale Partnership Federation

Document Status			
Date of policy creation/review	**Reasons for review**	**Date of adoption by the Governing Body**	**Date of next review**
23.04.26	Creation of Policy	23.04.26	23.04.28
Signed and dated: 23rd April 2026			
Executive Headteacher	**C Roberts**	**Chair of Governors**	**M O'Connor**

Introduction

Within The Settle and Kirkby-in-Malhmdale Partnership Federation, we promote full time education within a school environment as a valuable way for all children and young people to enjoy, achieve and attain to their full potential. We recognise that parents/carers may choose other ways for their child or young person to engage in effective, full-time and suitable education. One way could be for them to request for the school to agree a flexi-schooling arrangement. This request must emanate from the parent, it is not for a Executive Headteacher, a member of school staff or an officer of the Local Authority to suggest or encourage a family to undertake flexi-schooling.

Background

The responsibility for a child or young person (CYP) receiving full-time education, whilst they are of statutory school age, lies with the parent/carer.

Where a parent/carer educates a CYP partly at school and partly at home, or elsewhere, as an expression of parental preference, this is called flexi-schooling. Flexi-schooling is not the same as Elective Home Education. Parents/carers who request flexi-attendance are asking for a pattern of provision, which will involve both attendance at school, as well as times when the child will receive educational provision at home. The child will be on the roll of a school.

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

Flexi-Schooling is different to Elective Home Education. Please also refer to the April 2019 DfE Guidance for 'Elective Home Education' for schools and for parents.

You will also find further information on Elective Home Education at:
Elective Home Education (EHE) Local Offer | North Yorkshire Council

A parent/carer may request flexi-schooling on a long-term basis, where they favour this form of education, or they may request flexi-schooling for a short period, when, for example, the CYP is unable to attend school every day due to illness or injury.

How should an application for flexi-schooling be made?

Flexi-schooling must not be confused with Elective Home Education. Parents/carers have a legal right to choose to home educate their CYP but parents/carers do not have a legal right to insist on a flexi-schooling arrangement being agreed by any school.

Whilst a parent/carer may request that their CYP is flexi-schooled, it is entirely at the Executive Headteacher's discretion, acting with the authority of the governing body, as to whether or not the school is prepared to agree to a flexi-schooling arrangement. The Executive Headteacher will consult with external partners when making this decision, this may include social care, SEN caseworker, Health.

If a parent/carer is interested in making a request for a flexi-schooling arrangement, contact must be made directly with the Executive Headteacher of the school, so that the proposal may be considered.

What should parents/carers consider?

The implications of making partial educational provision at home are significant, both in terms of expertise and resources and in the commitment to make a shared provision work.

The education provided at home and at school must, together, constitute a full-time provision.

While there is no statutory curriculum for the home education part of a flexi-schooling arrangement, parents/carers will need to be mindful of the impact on the child's access to the National Curriculum and the possible fragmentation of the learning experience.

Flexi-schooling is unlikely to succeed if the reasons for choosing it are negative and the choice is motivated by the desire to avoid difficulties around certain subjects, teachers, peers, aspects of school discipline or attendance itself.

If the CYP moves to a different school, there can be no guarantee that flexi-schooling would be able to continue. A fresh request for a flexi-schooling arrangement must be made to the new school Executive Headteacher. It would then be a decision for the Executive Headteacher at the new school to make.

What does the Executive Headteacher consider?

All requests must be considered by the Executive Headteacher on their own merits, this will include previous attendance records, safeguarding and the child's wellbeing. They will do this in partnership with external agencies. The Executive Headteacher will take into account how a flexi-schooling arrangement will best meet the interests of the CYP and their educational progress and achievement.

The Role of the Governing Body

The governing body should be involved in agreeing and reviewing the school's approach to flexi-schooling requests, but they should not become involved in individual cases, as some governors may have a more formal role if a dispute arises and/or a complaint is made.

The governing body will monitor the attendance and progress of flexi-schooled children.

Governors should satisfy themselves that the Executive Headteacher has fully considered the points highlighted above and are fully conversant with the school attendance statutory guidance when reaching a decision.

Appeals

There is no appeal against the decision of a Executive Headteacher to not agree to a flexi- schooling request or if a Executive Headteacher decides to cease an individual child's flexi- schooling arrangement.

Written Agreements with Parents/Carers

A written and signed agreement (see appendix 3) must be formulated between the school and parents/carers in order to make expectations clear for all concerned. The agreement will be formalised by the school's flexi-schooling policy and will include:

- The normal expected pattern of attendance at school - this will be monitored by the school in line with the whole school attendance policy
- The length of time the agreement is to run before being reviewed: typically this may be one term
- What flexibility there will be regarding special events which fall outside of the normal arrangement such as, but not limited to, assemblies, school trips, school productions or performances, sports events, visitors to the school
- How the register will be marked (see section Marking the Attendance Register)
  The parents/carers must contact the school if the CYP is absent from a session that they would normally be present at school or at approved educational activity
- How the school will follow up any unexpected or unexplained absence as it would for other pupils.
- What the arrangement will be at times of CYP's assessment.
- Arrangements for regular planning and review meetings between parent/carer, school and any other relevant professionals (e.g. Social Worker, SEN caseworker, Early Help, Health) to ensure the child achieves his/her potential and to promote good home/school relationships. Each review will also collect the voice of the child/young person
- Safeguarding & wellbeing of the child will be reviewed throughout the arrangement
- If parents/carers use a private tutor, they remain responsible for the welfare and education of their child/young person. It is recommended that parents/carers check the tutor's identity and qualifications, take up appropriate references and ensure that the tutor has a recent Disclosure and Barring Service (DBS) disclosure certificate that they are satisfied with. We advise parents/carers to monitor the teaching and learning and the progress their CYP makes
- Any perceived special educational needs and associated provision
- Recommended regular planning meetings between parents/carers, school (this may be a Class Teacher or member of the Senior Leadership Team) and any other professional agencies working with the CYP, to ensure they achieve their potential and to promote good home-school relationships
- Under what circumstances and with what notice either party can withdraw from the arrangement

Procedure for when a child is flexi-schooled

The CYP will already be registered at the school. On days when the CYP attends school, the National Curriculum must be followed as if the CYP were attending full-time.

The requirement to follow the National Curriculum will apply to all children except:

- Those who are temporarily unable to do so due to exceptional circumstances, such as prolonged absence from school on health grounds or family crisis.
- As a part of an Education, Health and Care Plan.
- With the permission of the Secretary of State to allow curriculum development and experiment to take place, for an agreed period.

On days when the CYP does not attend school, the CYP need not follow the National Curriculum.

Marking the Attendance Register

The most recent clarification received from the DfE states that pupils should be marked absent from school during periods when they are receiving home education, as part of a flexi-school agreement. Schools should use the attendance code 'C'.

When an absence occurs on days when the CYP is due to attend, school will follow up the absence in the usual way in line with the school policy.

Further clarification on this is in the DfE Guidance for 'Elective Home Education' for parents.

Safeguarding

Safeguarding and welfare of a child will be considered by all internal and external partners prior to the flexi-schooling agreement being made.

For the time the pupil who is flexi-schooled is receiving home education, the school has no supervisory role in the pupil's education at such times and has no responsibility for the welfare of the CYP whilst the CYP is at home.

Where there are safeguarding and welfare concerns, the Executive Headteacher has the right to terminate the flexi-schooling agreement with immediate effect.

SEND and Children / Young People with an Education, Health and Care Plans

Prior to the agreement being made, the Executive Headteacher will consult with all external professionals involved in the EHCP including the SEN Caseworker.

There is no distinction between CYPs who are to be flexi-schooled and those who are not.
The duty to review a CYP's Education, Health and Care Plan on an annual basis, or sooner if appropriate, still applies.

Funding

The CYP will be recorded by the school as attending full-time – with sessions not in school being recorded as per agreement therefore the school will receive full-time funding.

Flexi-schooled CYPs are included in census returns, as other CYPs, and will be expected to attend school on Census days.

Parents/carers assume full financial responsibility for the CYP's educational provision which is not at school, including the cost of any external assistance used such as tutors, parent groups or part-time alternative provision.

Expected patterns of attendance

There will be some flexibility over the pattern of attendance for each CYP attending on a flexi-schooling basis and this will be at the discretion of each individual setting.

Children must spend a minimum of two consecutive days in school each week and variations to this will be at the Executive Headteacher's discretion. Children must attend school for a minimum of 50% of the week.

Prior to the agreement being made, the child's current attendance will be taken into account. Attendance will be closely monitored by the school leaders in line with the whole school attendance policy.

Admissions

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

Infant Class Size Legislation (ICSL) There is no distinction between CYPs who are to be flexi-schooled and those who are not. Whatever the degree of attendance, the CYP will not be an exception to ICSL (sometimes called Class Size 30 legislation) solely by being flexi-schooled.

Insurance

There is no distinction between CYPs who are to be flexi-schooled and those who are not.

Children Educated outside their Chronological Age-Group

There is no distinction between CYPs who are to be flexi-schooled and those who are not.

When the flexi schooling arrangement is not working

Any safeguarding or welfare concerns will mean the flexi-schooling agreement is terminated with immediate effect.

Where the child's attendance on expected flexi-school days is poor, the Executive Headteacher must review the flexi-school agreement.

If it appears to the school that the flexi schooling arrangement is not working, the school will liaise with parents/carers to try to address this.

This may be due to any of the items listed under 'What does the Executive Headteacher consider?' If the Executive Headteacher does not feel the suitability threshold for the education overall has been met and the situation cannot be rectified, this will result in the Executive Headteacher ceasing the Flexi-Schooling arrangement. This is at the Executive Headteacher's discretion and there is no right to appeal this decision. The notice period for this will be 4 weeks. The CYP would then be required to attend school on a full-time basis.

If parents/carers wish to cease the flexi-schooling arrangement and revert to full-time schooling then the notice period for this will be 1 week.

Any non-attendance would be recorded following the school's usual absence procedures.

Appendix 1

"School" – "Federation" – "Trust"

[Insert Date]

Dear [NAME OF PARENTS/CARERS]

I enclose the written flexi-schooling agreement. Please sign and return one of the copies to school to show
your agreement.

Reasons for requesting flexi-schooling for [NAME OF CYP]

As discussed with school, below are the following reasons in support of this flexi-school agreement and how this will benefit [NAME OF CYP]:

The views of the child/young person:

The normal expected pattern of attendance for [NAME OF CYP] will be as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Should special events fall outside of your child's arranged school days, there will be flexibility and your child can attend these events. Events such as, but not limited to: assemblies, school trips, school productions or performances, sports events, visitors to the school.

When your child is not at school, due to this flexi-school arrangement, the code C will be entered into the register.

Parents/carers must contact the school if your child is absent from a session that they would normally be present at school; school will apply usual absence procedures.

At times of national assessment and school assessment periods, your child will be in school for all tests and assessments. This helps teachers to identify next steps for children. Parents/carers will be expected to attend the termly parent/carer teacher consultation meetings. In addition, we encourage regular dialogue between parent/carers and the class teacher to help support learning.

Parents/carers will be expected to share an overview of home learning activities with the school using the online facility or agreed alternative method (at least once per week).

School will follow procedures for supporting a child with Special Educational Needs in the same way as if the child was attending full time. Parents/carers will work with school to support this, attend meetings and agree a consistent approach.

Parents/carers take responsibility for any additional adults working with their child when not in school (e.g. tutors). If they use a private tutor, they remain responsible for the welfare and education of their child. It is recommended that parents/carers check the tutor's identity and qualifications, take up appropriate references and ensure that the tutor has a recent Disclosure and Barring Service (DBS) disclosure certificate that they are satisfied with. We advise parent/carers to monitor the teaching and learning and the progress your child makes.

As a school we are supportive of flexi-schooling and will work with parents/carers to address any concerns or difficulties arising. However, in the event of school feeling that the arrangement is not working, then it will be at the **Executive Headteacher's discretion to end the arrangement**. There is no right to appeal this decision. The notice period for this will be 4 weeks. The child would then be required to attend school on a full-time basis. However if there is a safeguarding or welfare concern this will be terminated immediately.

If parents/carers wish to cease the arrangement and revert to full-time schooling then the notice period for this will be 1 week.

This arrangement will be reviewed half termly. The next review meeting will be [INSERT DATE OF NEXT MEETING]

Parents/Carers

Signed.....Dated.....

Signed.....Dated.....

School

Signed.....Dated.....

Appendix 2

"School" – "Federation" – "Trust"

Flexi-Schooling Half Term Review for *[Insert name of child/young person]*

[Date of Review: / / /]
[Date of Next Review: / / /]

Attendance for half term:

Academic Progress & Teacher Voice

Child/Young Person Voice

External Agencies Input (Social Care, SEN Caseworker, Health etc)

Safeguarding and welfare

Actions from Review