

A guide to
**ELECTIVE HOME
EDUCATION AND
ADDITIONAL
LEARNING NEEDS
(ALN)**



Cardiff Local Authority actively encourages partnership working between learners, parents, school, settings and professionals.



What is Elective Home Education (EHE)?

Home education is when parents and carers educate their children at home instead of sending them to school. The education provided must be 'full-time', 'suitable' and 'efficient'. Parents and carers who choose to educate their children at home must be prepared to assume full financial responsibility for their children's education.



What is an Additional Learning Need?

A person has an Additional Learning Need (ALN) if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for Additional Learning Provision (ALP). Please see leaflet 1 for more information.

How do I register my child for Elective Home Education?

If your child currently attends a mainstream school, you must write to the school to notify them of your decision to home educate your child. If your child has a place at a specialist provision, the local authority will have to agree to a parent's request, before they can be taken off the school roll. When your child is taken off roll, the school will notify the EHE team at Cardiff Council and an EHE Officer will contact the family.

The role of EHE officer is to provide support and guidance to home educating families. It is their responsibility to ensure on behalf of the local authority that an efficient, suitable and appropriate education is provided for your child.

My child currently attends a mainstream school and has an Individual Development Plan. What impact will EHE have on this?

If your child already has a school maintained Individual Development Plan (IDP) the school should make a request to transfer the responsibility for it to the Local Authority, when your child is taken off the school roll. A Local Authority panel will consider the request and decide whether your EHE child continues to have ALN that requires an IDP to be maintained by the local authority.

My child currently attends a special school and has an Individual Development Plan. What impact will EHE have on this?

If your child attends a special school, you will need to obtain permission from the local authority before removing them from the school roll and asking the local authority to review their IDP.

What do I do if I think my child may have Additional Learning Needs but does not have an IDP?

Parents and carers of an EHE child who does not have an IDP may ask the local authority to decide whether their child has an Additional learning need (ALN) by completing an Additional Learning Needs Notification. If the local authority decides that the child has ALN, it will prepare an IDP for the child. The local authority designated officer can provide support with this process.



What is the role of the Local Authority Designated Officer?

The role of the Local Authority Designated Officer is to provide guidance about the process that needs to be followed around the identification of ALN and, if it is agreed by the local authority that your child has an ALN which requires Additional Learning Provision (ALP) they will be responsible for coordinating person-centred meetings and the writing of the IDP. (See Leaflet 3 and 4 for more information about Person-Centred meetings and IDPs)



Who will be responsible for the Additional Learning Provision in my Child's IDP?

If the local authority decides your child has ALN, it must prepare and maintain an IDP and secure the ALP described in that plan. This does not mean the local authority must provide the ALP directly. Where, for example, the IDP sets out the ALP as being one-to-one support, this could be provided by the parent or carer home educating the child. However, the local authority must ensure that the ALP is being delivered. This would be assessed as part of the IDP review undertaken by the local authority annually.

How will an IDP be written?

A Person-Centred Meeting or Review will be organised by the Local Authority Designated Officer to put an Individual Development Plan in place to support your child. This meeting can take place in your home or at another agreed location. You as parents and your child will be at the centre of the decision and planning making. You will be asked who you would like to be invited to the meeting. See Leaflet 3 for further information

Can I choose not to have an IDP?

If you feel that because of EHE meeting your child's needs, they no longer need an IDP a decision can be made to cease the IDP. More Information about this can be found in Leaflet 6.



What will happen to specialist teaching input or school-based specialism for meeting ALN needs?

Most children with ALN can be catered for in a mainstream school and every school in Cardiff offers a comprehensive provision that can help your child with their needs. If your child is receiving support from specialist teams in schools the support teacher may be able to contribute to a person-centred meeting and offer advice about the ALP that will be required at home and should be included in the IDP.

What can I do if I disagree with the Local Authority Decision?

In the first instance, it would be important to talk this through with a LA officer or get free independent advice through SNAP Cymru, who will be able to answer any questions or queries you may have. If you are unable to resolve this with the LA, then you will have a right of appeal which can be dealt with by the Education Tribunal for Wales. They will hold a hearing to determine what is best for your child.

Local Authority's ALN help and advice line on;
phone: 029 2087 2731 or e-mail ALN helpline@cardiff.gov.uk

Where can I get Independent Advice?

If you would like independent advice support or information you can contact SNAP Cymru telephone 0808 801 0608 enquiries at snapcymru.org website www.snapcymru.org/contact

Further Information

Home education: handbook for home educators
Cardiff Local Authority website:
www.cardiff.gov.uk/ALN