

01772 532289

01772 532214

angela.jerstice@lancashire.gov.uk

Your Ref
Our Ref
Date

Dear Name

ELECTIVE HOME EDUCATION (EHE) – Name of child and DOB

Thank you for allowing me to visit you and child's name on date. Please find enclosed a copy of my report, which is based on the evidence that you supplied during the visit.

I am satisfied that you are providing a suitable, full-time education for child's name based on their age, ability and needs.

It was a pleasure meeting you and child's name and I look forward to meeting you again on date.

OR

Thank you for allowing me to visit you and child's name on date. Please find enclosed a copy of my report, which is based on the evidence that you supplied during the visit.

Unfortunately this evidence does not indicate that you are providing a suitable, full-time education appropriate to child's name's age, ability and needs. I will therefore meet with you again on date when I hope to see that your child is now progressing satisfactorily. I have made several suggestions in my report which may help you.

I look forward to meeting you again on date.

Miss Angela Jerstice
Administrative Officer
EHE, LEIS Central
8 East Cliff, Preston
PR1 3JE

OR (Reports)

Please find enclosed a copy of my report, which is based on the evidence that you have supplied in your parental report on child's name's home education, dated date.

I am satisfied that the evidence that you have supplied indicates that you are providing a suitable, full-time education appropriate to child's name's age, ability and needs.

I hope that you and child's name continue to have a successful and enjoyable time home educating.

Your next report will need to be submitted by date.

OR (Reports)

You recently sent me your parental report on child's name's home education, which was dated date.

Unfortunately the evidence that you have supplied does not indicate that you are providing a suitable, full-time education appropriate to child's name's age, ability and needs. I would therefore like to request the following further evidence from you:

You will need to submit this evidence to me by date. Please note that I will have to refer your child to the Children Missing Education Team if you fail to do so.

If you have any queries, please contact me on 01772 532289.

Yours sincerely

Teacher name
EHE Support Officer

01772 532289

01772 532214

angela.jerstice@lancashire.gov.uk

Your Ref
Our Ref
Date

Dear Name

ELECTIVE HOME EDUCATION (EHE) - name of child and DOB

I would like to visit with you on date at time to discuss how child's name is progressing with home education.

The visit will take place at your home address unless you would prefer another venue. If so, please contact me via our office on 01772 532289.

Please have ready any evidence of work that your child is currently doing/has completed since my last visit on date.

It would be helpful if child's name is also present at the visit, so that they can offer their own views about being educated at home.

I look forward to meeting you and child's name.

OR

You have chosen to submit a written report on your child's progress with home education. Please could I therefore request that you send your report in to me by date.

In order to ensure that your child is receiving a suitable, full-time education according to their age, ability and needs, I will need you to include as much evidence as possible in your report.

To help you, I have outlined on the attached page, some of the areas that you may like to think about and include in your report.

If you have any questions relating to your report, please contact me on 01772 532289.

Miss Angela Jerstice
Administrative Officer
EHE, LEIS Central
8 East Cliff, Preston
PR1 3JE

Yours sincerely,

Name of Teacher
EHE Support Officer

- What is your reason for home education (this can include your home education philosophy)?
- How long has your child been home educated?
- Who educates your child and where does the education take place?
- What resources has your child got access to, to help with their learning?
- Since your last report, how do you feel your child has progressed? Have there been any problems? In what areas do you feel your child has progressed well (please give examples).
- How does your child feel about being home educated? Please record this in the child's own words.
- How does your child feel that they have progressed/struggled since the last report? Please record this in the child's own words.
- Since your last report, what work / learning has your child done? What subjects have they studied? Please list this information, with examples, in as much detail as possible. It would be helpful if you could also list what textbooks / workbooks / other resources your child has used for each piece of work / subject.
- Since your last report, what social activities has your child been involved in (i.e. contact with friends, hobbies, clubs etc).
- What are your proposed plans for your child's education over the next twelve months?
- Is there any advice/information you feel you need?
- Are there any other comments you would like to make?



Directorate for Children and Young People County Council

Notification of a Child or Young Person Missing from Education

Information provided may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998

PERSONAL DETAILS

First Name:		Surname:	
Date of Birth:		Ethnicity:	
Address:			Tel No:
Post Code:		UPN:	

Please give details of any siblings of compulsory school age:

Name of Sibling	DOB	School

Parent/Carer's Name:	
Address if different from Child or Young Person (C/YP):	
Relationship to C/YP	

Name and Address of GP if known:

Is the C/YP a child looked after by the local authority?	
Has the CAF process been initiated?	
Is the C/YP subject to a Child Protection plan?	
Is the C/YP a member of a traveller family?	
Is the YP pregnant or a teenage parent?	

Name of previous school:	
Date last attended school:	Date taken off roll:

Notified by:		Designation:	
Contact Details:		Email:	
Reason for Referral:			Date:

Any safety factors to be acknowledged when visiting the family:

Please return to County Co-ordinator Children Missing Education (as below)

Office Use:

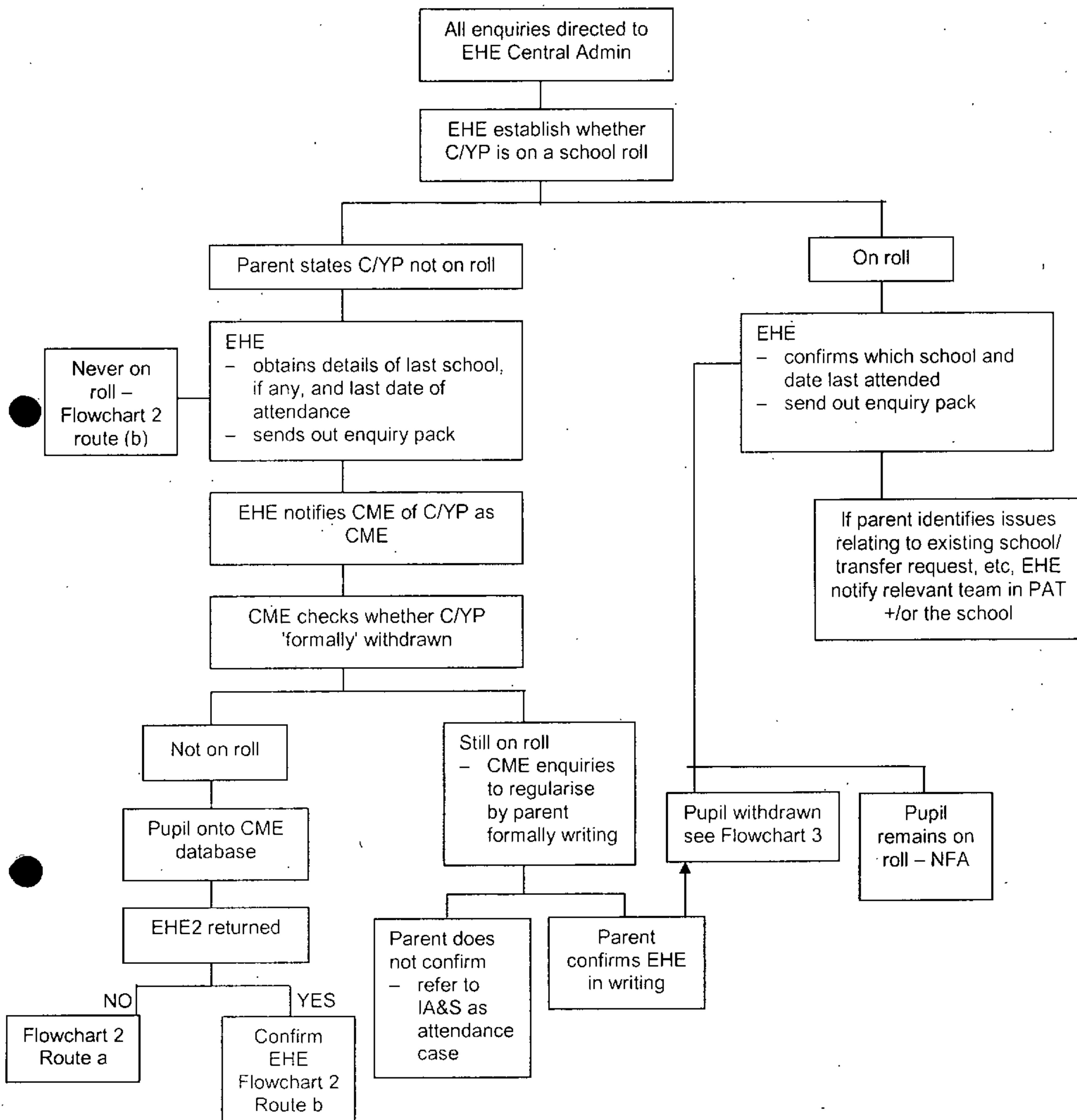
Date entered on Impulse:		Impulse ID:	
Date entered on CME		Date acknowledgement sent:	

Susan Robinson, Children Missing Education Officer
Calder House, Highfield Road North, Chorley, PR7 2PH
Tel: 01257 517333 / Email: susan.robinson@lancashire.gov.uk

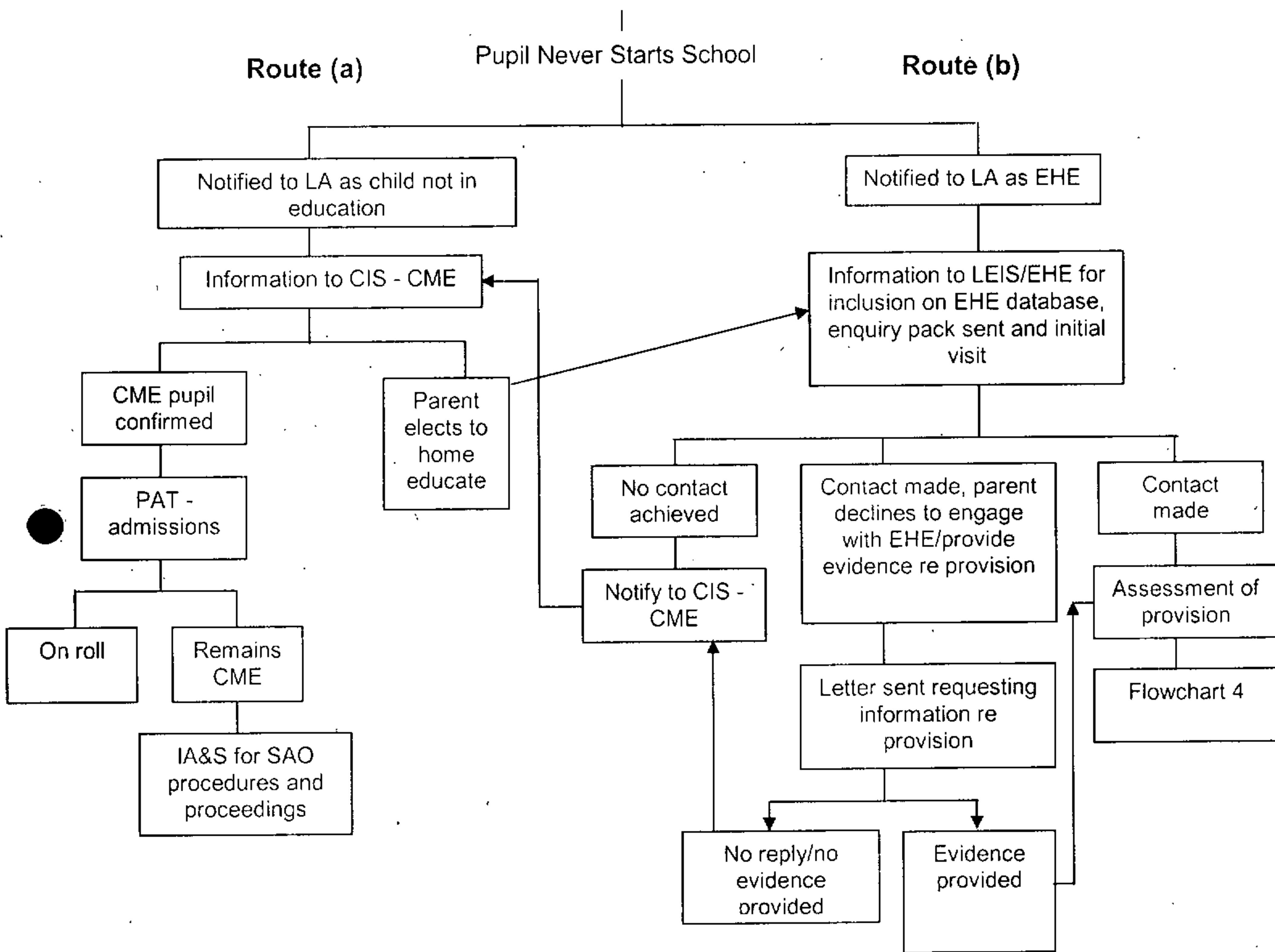
database:			
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ELECTIVE HOME EDUCATION

Initial Enquiry



ELECTIVE HOME EDUCATION

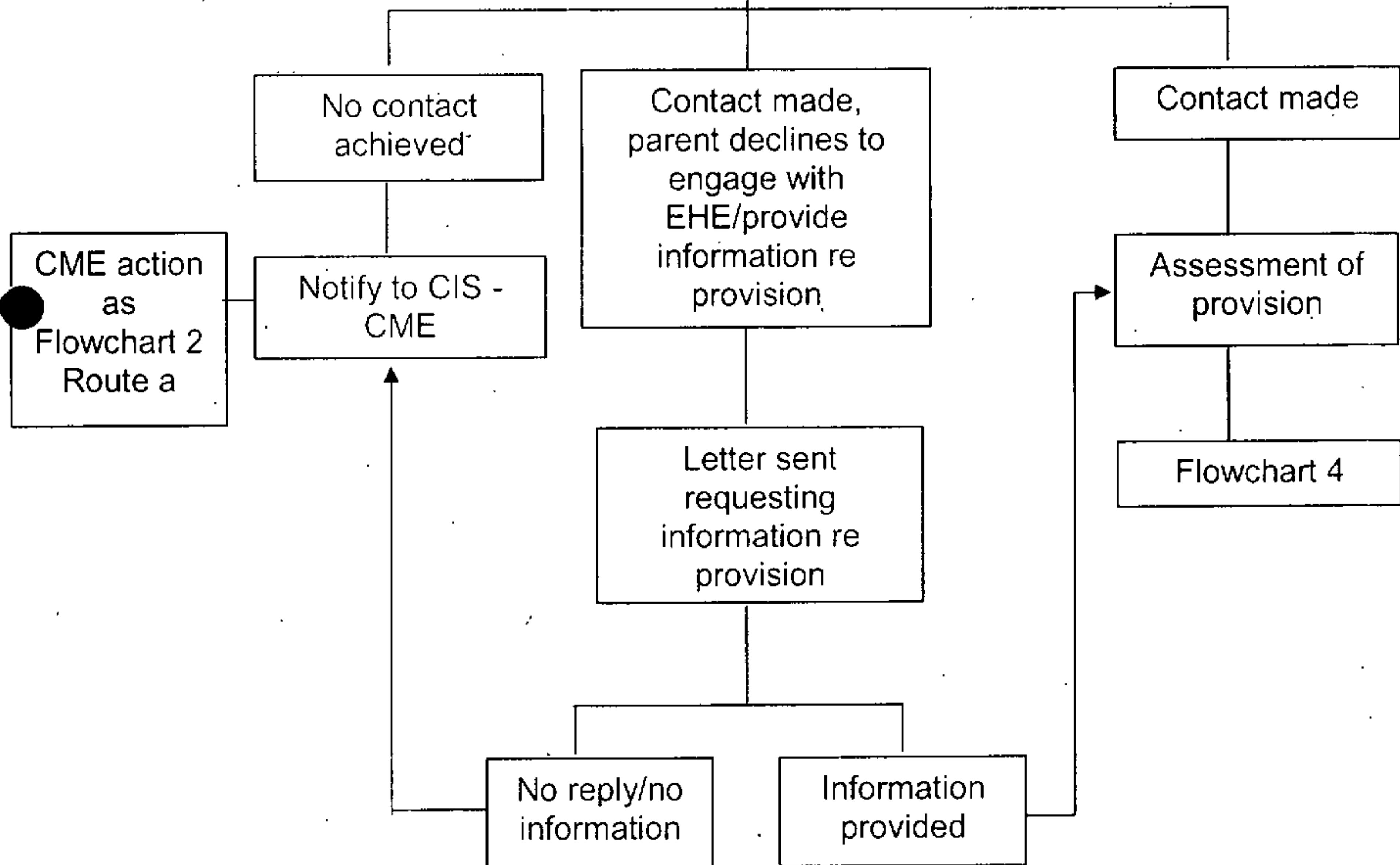


ELECTIVE HOME EDUCATION

Pupil formally withdrawn from school

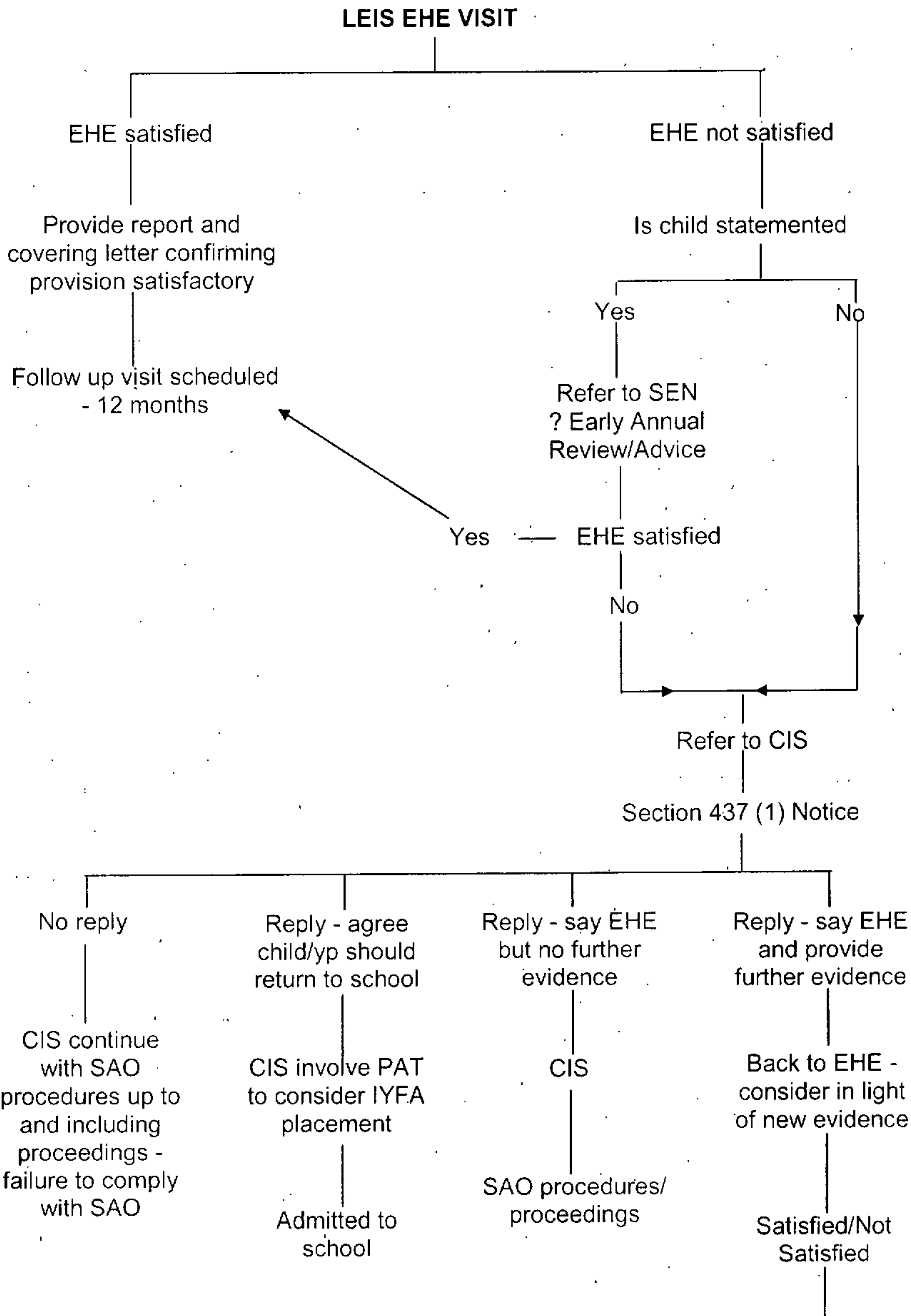
School notifies CME

EHE - place pupil
on active database and
initial contact

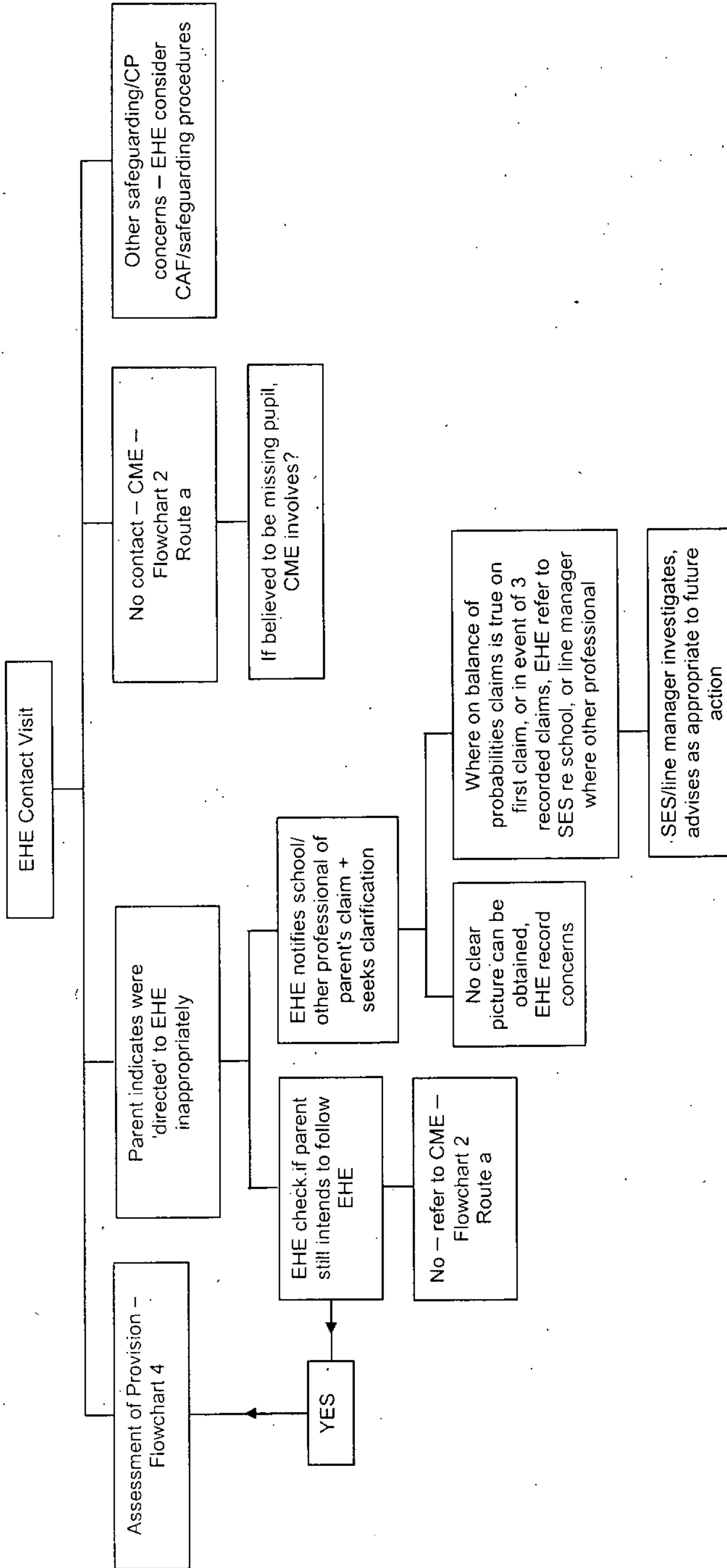


ELECTIVE HOME EDUCATION

- IS PROVISION SATISFACTORY?



ELECTIVE HOME EDUCATION



Lancashire County Council	Lancashire Audit Service	Test No: 2 Audit Ref: UP0007
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Client: CYP	Audit Area: EHE
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Test 2

Risk

- R1 - The council do not identify those children not registered at mainstream schools (or other education providers).
- R2 - Council guidelines do not consider continuously changing statutory obligations.
- R3 - Inappropriate assessments do not adequately evaluate the family situation and the child does not receive the appropriate level of education.
- R5 - The EHE team does not comprehensively assess all the children missing from education.

Control

- C5 - All officers who have contact with home educating families have received appropriate training and (including safeguarding) are familiar with home education law, policies and procedures.
- C8 - Where potential safeguarding concerns are evident or identified, there are formal procedures in place within the council to ensure that child protection arrangements are followed.

Test description

- Review the arrangements in place for ensuring that the EHE support officers have received appropriate training.
- Determine the arrangements in place for the provision of child protection and safeguarding training.
- Determine whether appropriate recruitment and vetting clearances have been carried out in respect of the EHE support officers.
- Verify that the EHE support offices have been CRB cleared.

Frequency of control –

Ongoing

Sample size –

Finding

The EHE support officers are trained LEIS teachers who are contracted to EHE. The teachers receive in service training which includes child protection and safeguarding training. The training records were not available for examination as they are held by the LEIS team.

The EHE support officers have been appointed using the LCC recruitment process which includes following appropriate recruitment and vetting checks. Recruitment records are held by the LEIS team. All of the EHE support officers have been CRB checked as a condition of their employment. The CRB clearances are re-checked every 3 years.

Verified with the CRB team that all of the EHE support officers have up to date CRB clearances.

W/P ref.

2.1.

Conclusion

No concerns evident.

Recommendations

None. Need to consider recruitment arrangements as part of potential future reviews of LEIS or as part of Corporate recruitment review testing. To be included on C1.

Prepared by: JAC	Date: 21/6/10	Reviewed by: RF	Date: 21/7/10
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J.J.

RF

21/7/10

Cottam, Julie

From: Jerstice, Angela
Sent: 30 June 2010 11:02
To: Cottam, Julie
Subject: RE: EHE audit review

Hi Julie

Yes some parents do employ private tutors but it would be difficult to give you a figure as I'd have to check individual reports.

It is the parent's responsibility to ensure private tutors are CRB cleared – the LA does not provide assistance with this. On the initial visit report however, we do ask parents if the teachers are CRB cleared.

Many thanks, Angie

Angela Jerstice
Clerical Officer
Elective Home Education (EHE)
01772 532289

From: Cottam, Julie
Sent: 30 June 2010 10:48
To: Jerstice, Angela
Subject: EHE audit review

Hi Angela

Could you tell me whether we have any parents who employ tutors to home educate their children?

Do the Council have any arrangements for ensuring that tutors have been properly CRB cleared? Do we provide any assistance with the CRB process ie. Undertaking the clearance checks for the parents or providing advice to ensure that appropriate checks are carried out?

Regards
Julie

Lancashire County Council	Lancashire Audit Service	Test No: 3 Audit Ref: UP0007
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Client: CYP	Audit Area: EHE
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Test 3

Risk

- R1 - The council do not identify those children not registered at mainstream schools (or other education providers).
- R2 - Council guidelines do not consider continuously changing statutory obligations.
- R3 - Inappropriate assessments do not adequately evaluate the family situation and the child does not receive the appropriate level of education.
- R5 - The EHE team does not comprehensively assess all the children missing from education.

Control

- C9 - The council has a formal registration process for home educated children which is reviewed
- C10 - All home educated children are monitored by the local authority. A database of home education is maintained.
- C11 - Where children are registered for the first time a visit is undertaken by the appropriate local authority officer. All children are contacted at least annually.
- C12 - The council undertakes an analysis of the reasons why parents or carers choose to home educate the children/ young people.
- C13 - Formal records of visits to those children/ young people who are home educated are maintained by the local authority.

Test description

Considered the Council's assessment process against the content of the DCSF EHE guidance for local authorities.

Review a sample of 20 children from the EHE database to ensure that appropriate and timely assessments have been undertaken.

Consider content of EHE database.

Frequency of control –

Daily

Sample size –

20 EHE cases
Review of EHE database to select appropriate statistical data.

Prepared by: JAC	Date: 25/06/10	Reviewed by: RF	Date: 21/7/10.
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Lancashire County Council	Lancashire Audit Service	Test No: 3
		Audit Ref: UP0007

Finding	W/P ref.
<p>There is a database in place specifically for registering and monitoring EHE cases. The database is a comprehensive record of the registration and monitoring arrangements for individual children and also records details of the reasons for EHE.</p>	
<p>Database examined as at 13 May 2010. There are currently ⁴44 cases registered of which 425 are active. The content of the database is constantly changing and is updated on an ongoing basis for new referrals, visit dates, correspondence with families and key services. The Council has 9 part-time EHE support officers (3fte) to manage the caseload and no specific service manager. The current manager is the Head of LEIS.</p>	<p>see Network Folder</p>
<p>The Council has opted to undertake assessments of the quality of education provided to those children who are being home educated by an EHE support officer (who is a qualified LEIS teacher) undertaking an initial visit and an assessment of the circumstances and provision. However, the EHE guidelines for local authorities produced by the DCSF (paragraph 2.7) states that the local authority shall intervene if it appears that parents are not providing a suitable education. The parents are required to satisfy the Council in writing that the child is receiving such education within 15 days beginning with the day the notice is served. This suggests that the Council merely need a written confirmation rather than having to undertake a formal assessment.</p>	<p>1.1.</p>
<p>From the sample of 20 cases examined there were delays identified with 2 cases. There was a delay in undertaking the initial assessment for one child due to lack of resources with regard to the availability of EHE support officers (referred in May 2009 but the initial assessment was not carried out until October 2009. There was a waiting list in place at the time. One child was referred in January 2010 but the initial assessment has still not been undertaken.</p>	<p>3.1. 3.2</p>
<p>A further examination of the whole database revealed that ⁹80 cases had been referred but had not yet been assessed. The longest period for a child who has currently not been assessed is 2 years.</p>	<p>3.4</p>
<p>From the sample of ⁹80 cases, I have queried the 17 longest outstanding cases which appear not to have been assessed since referral, with the EHE admin officer. I have confirmed that some action has been taken in each case but 8 cases are still unresolved. 3 cases were identified where failed EHE visits have occurred but the cases have not yet been referred to CME.</p>	<p>3.5 - 3.6</p>
<p>It must be acknowledged that the issue with regard to non assessment were due to a lack of staff resources. There are 3 fte EHE support officers who manage 425 active EHE cases. Workload is formally allocated based upon a set number of approved hours per case. The eHE teachers complete a record of visit form and are required to record the number of hours worked an this is signed off by a senior manager. Any additional hours which may be required for a case must have prior approval from an LEIS manager. The hours claimed are input into the MIS database in order that the total hours worked can be monitored and outstanding hours can be identified.</p>	
<p>A spreadsheet is used to monitor the hours claimed. This is provided to the LEIS managers to enable them to identify how many hours capacity there are available on the caseloads of individual EHE support officers.</p>	<p>3.7 - 3.8</p>
<p>The number of EHE cases have significantly increased over recent years. In Spring 2009 there were 522 registered cases. We understand from the EHE administrative officer that the EHE staffing budget has remained the same.</p>	<p>3.9.</p>

Prepared by: JAC	Date: 25/06/10	Reviewed by: <i>[Signature]</i>	Date: 21/7/10
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Lancashire County Council	Lancashire Audit Service	Test No: 3
		Audit Ref: UP0007

One EHE support officer was long term sick but has now returned to work. This officer has the largest EHE contract (0.8) and therefore the largest number of EHE cases to manage. Delays in the assessment of some cases have occurred as a result of the absence of the EHE support officer. The officer has now returned to work. Action is being taken to ensure that these cases are prioritised for assessment and some have now been completed but 4 cases are still waiting review:

3.10

Contingency arrangements are not currently in place for the unforeseen absence of key staff. Any employment of additional staff would require the approval of senior directorate managers.

The EHE MIS database records details of the reasons for the decision to home educate, where known so that the authority can be sure that parents have made an informed choice for the correct reasons. There are currently 8 children listed on the database with the reason for EHE quoted as 'medical'. There is no link with LEMS or CAMHS for these cases as once the parent elects to home educate, involvement with these services ceases.

See network folder for copy of database on EXCEL sheet

Formal documentation is maintained to support and evidence the visits which are undertaken by EHE support officers and copies of visit reports are provided to the parents. Where parents have been reluctant to participate in home visits and have chosen to provide evidence of a suitable education, the EHE support officers compile reports based on the evidence provided, request additional information if required and also provide parents with copies of these reports. All reports are retained by the EHE service. There is a manager review of all EHE reports evidenced by manager certification.

There are number of databases which are used by the council to record information in respect of children and some children may appear on more than one if they are receiving services from a number of service teams:

- ISSIS
- IMPULSE
- EHE database
- CME database
- Traveller education

There are very likely, other databases in specific service teams and there is a concern that where children are referred between specific teams, the database information may be inaccurate and children may be 'lost'.

The EHE service mainly works with the CME team. Referrals are made by e-mail or phone and the MIS database enables the EHE team to promptly identify registered children. There is process of ensuring that 'receipts' are returned to recognise referred children to enable the relevant team to verify that the children's details have been received and are being dealt with.

3.11

The EHE administrative officer uses the IMPULSE system on an occasional basis to verify a child's details. The EHE MIS database is linked to IMPULSE so if a search by name identifies that a child is listed on the IMPULSE system, the child can be added to the MIS database electronically. This only identifies children who have previously attended school in Lancashire. If the system does not recognise the child as being on IMPULSE then they appear on the EHE MIS database as a temp pupil.

3.12

Lancashire County Council	Lancashire Audit Service	Test No: 3
		Audit Ref: UP0007

Conclusion

When taking into consideration the content of the DCSF EHE guidelines for local authorities, it appears that the Council are undertaking more detailed assessments of a suitable education than is actually required.

If the level of assessment is to continue, delays in the assessment of EHE cases may be avoided if suitable contingency arrangements are put in place for use in the event of the unforeseen absence of key staff.

A number of different databases are maintained to record children's details and the children are often referred between teams at varying points depending on the services required. There is a concern that database information may not be accurate and children may be lost when being transferred between teams/ databases..

Recommendations

The DCSF guidance needs to be considered against the procedures in place within the Council to ensure that the Council are not exceeding the statutory responsibilities with regard to EHE.

If formal visits are to continue to families of EHE children, the visits should be prompt once the child has been identified therefore contingency arrangements need to be more formally established.

The number of different databases in use within the various services should be reviewed and consideration given to using one overall database. Where additional MIS 's are used there should be a reconciliation of the records to ensure that they remain accurate and up to date and complete with the prime data recorded in IMPULSE. This recommendation was raised as part of the Traveller Education review undertaken in 2008/09. Further follow up has identified that due to issues around the possible replacement of IMPULSE, it has not been possible to take forward changes to IMPULSE to create a single database page for GRTAS and LEIS. However, a 'virtual school' has been created with information shared by all parties and overseen by the Lancashire GRT/ CME Case Conference Group. I have confirmed that this group has been established and that there are formal terms of reference and that minutes of the meetings are available. Both the EHE and CME service attend the meetings.

3.13 - 3.18

R4 R6 R1

Prepared by: JAC	Date: 25/06/10	Reviewed by:	Date:
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3.3
RF
21/7/10

Cottam, Julie

From: Jerstice, Angela
Sent: 01 July 2010 12:24
To: Cottam, Julie
Subject: RE: EHE review

Hi Julie

This is the first year, this referral system to LYPS has been set up (LYPS was formally Connexions and has only been running just over a year).

We would send LYPS an updated spreadsheet of our Year 11's and highlight those that haven't had a visit. In addition, our support officers would also usually verbally refer to LYPS any Year 11's who had not been visited or who had specifically requested help from LYPS. The vast majority are already known to LYPS as they have previously been on a school roll, so LYPS must have their own way of tracking eligible pupils through the schools – they will sometimes contact us to check that a child is now on EHE. We would not however, refer those families who had signed the section on the visit report to say they did not wish to have LYPS involvement.

Many thanks, Angie

Angela Jerstice
Clerical Officer
Elective Home Education (EHE)
01772 532289

From: Cottam, Julie
Sent: 01 July 2010 12:08
To: Jerstice, Angela
Subject: EHE review

Hi Angela

Is there any record of the year 11 pupils that will not be re-visited by EHE but whom will be tracked by LYPS. Do you have to send them a list of such pupils or do the YPS identify them in another way?

Julie

Lancashire Education Inclusion Service
Elective Home Education
Annual Figures 2000-2009

3.9.
 RF
 21/7/10

	SOUTH	EAST	NORTH	TOTAL
Spring 2000	64	84	45	193
Spring 2001	75	95	56	226
Spring 2002	84	84	58	226
Spring 2003	84	105	88	277
Spring 2004	109	113	92	314
Spring 2005	82	136	120	338
Spring 2006	116	118	166	400
Spring 2007	117	169	199	485
Spring 2008	116	168	182	466
Spring 2009	138	181	203	522
Spring 2010	120	128	166	414*

* dip in nos explained due to delay in notification of secondary school placements and improvement in multi agency working & communications with schools.

Currently 444 pupils on database of which 425 are active.

Traveller Education: - Action plan

Appendix A

	Recommendation	Priority	Responsible officer	Management response/ action plan	Progress made in implementation of recommendations
1	<p>That consideration is given to maintaining only one EHE register. As Impulse is the authority's key system for recording pupil data this would be the ideal prime data source. However, if the teams feel that there is a need to maintain separate records; these records should be reconciled to each other, and Impulse, on a regular basis to ensure that they agree.</p>	Medium	Joe Dykes Head of GRTAS	<ul style="list-style-type: none"> GRTAS staff now use IMPULSE as primary system and service administrators collates and implements updates. Work underway with IMPULSE staff to provide training around recording of fieldwork on IMPULSE and bringing data key to GRTAS and LEIS onto one page 	<p>Sue Robinson, the new manager of the Children Missing from Education (CME) team, has worked with Joe Dykes (Head of GRTAS) to establish a formal monthly GRTS Safeguarding meeting including LEIS and Young People's Service at which all GRT children and young people, not in school, are discussed and appropriate action from all services is agreed. This ensures that each service is working to the same list of children and young people and has greatly increased the quality of communication and the targeting of support.</p>
					<p>Because of the issues around the possible replacement of IMPULSE, it has not been possible to take forward further changes to IMPULSE to create a single data page for GRTAS and LEIS. However, Jonathan Hewitt, Head of Quality and Continuous Improvement, has tasked GRTAS with pulling together data relating to the attendance and achievement of all GRT children and young people</p>

21/7/10

RF

3.13

Recommendation	Priority	Responsible officer	Management response/ action plan	Progress made in implementation of recommendations
			<p>addresses the difficulties surrounding identification of GRT children and services are encouraged to contact the GRTAS when there are uncertainties or difficulties securing information from families</p> <ul style="list-style-type: none"> The Head of GRTAS sits on the group supporting the GRT Policy Officer currently working within the OCE. A key element in the discussions between officers is that around data sharing when GRT families live in or are mobile within the county. Accurate identification of school age and pre-school children not accessing provision is very important and the group is working to ensure swift hand on of information from officers visiting sites and encampments to CYP services 	<p>GRTAS are also to be highlighted on the Young People's Service database (CORE) to ensure that these young people are targeted for support from YPS IAG (information, advice and guidance) workers.</p> <p>With support from the National Strategies Regional Adviser for GRT Achievement, a steering group for the Lancashire GRT Achievement Programme has been established. The steering group includes senior advisers in charge of Primary Strategies, Attendance and Equalities. The steering group has the role of ensuring that key messages around the role of schools and LA services in identifying and tracking the progress of GRT children and young people are communicated uniformly to schools and officers</p> <p>NOTE: As a result of budget reductions, the GRTAS now only has one Access Officer (following the retirement and non-replacement of the other two Access Officers over the past 18 months). This has reduced the ability of the team to respond to all</p>

	Recommendation	Priority	Responsible officer	Management response/ action plan	Progress made in implementation of recommendations
				<p>now meet with CME Officers regularly to review cases referred by Head of LEIS and resolve inconsistencies in records. The Head of GRTAS has tasked GRTAS officers with ensuring service support for each CME action plans for each young person (e.g. through support for home visits, sharing wider knowledge of families to assist planning, engaging young people in activities and mentoring, supporting schools and encouraging parents to understand and engage with legal processes)</p>	
4	<p>A partnership agreement should be in place which specifically details how the success of the partnership will be measured and when reviews of the partnership will take place. These agreements should be formally accepted by both parties.</p>	Medium	<p>Joe Dykes Head of GRTAS</p>	<ul style="list-style-type: none"> • Template for comprehensive detailing of partnership agreements (including arrangements for line management, recruitment, funding, reviews, quality assurance, safeguarding and communications) has been drawn up. Head of GRTAS will work with existing partners (Early Years and LEIS) to migrate existing agreements to new template. 	<p>New template has been drawn up (see attached) and the follow-on agreement with Early Years for 2010-2011 is being drawn up using this template.</p> <p>Following changes to structure of GRTAS and loss of staff, the agreement with Early Years is currently the only partnership where joint funding exists. There is now agreement from senior managers that elements of GRTAS service should no longer be free to schools</p>

3.14

RF

2/7/10

Cottam, Julie

From: Cottam, Julie
Sent: 25 June 2010 12:36
To: Dykes, Joe
Cc: Walker, Jamie
Subject: Traveller Education follow up review

Further to the e-mail sent to you on 26 May 2010 by Jamie Walker (auditor), requesting additional documentation to support your completed action plan, I would be grateful if you could arrange to supply me with copies of the information requested.

To clarify, we would like to see:

Recn 2 - Copies of recent GRT Safeguarding Meeting Minutes or an electronic link to them

Copies of recent minutes of the Programme Steering Group – Lancs GRT Achievement Programme or link

Screen Copy Print of the CORE database relating to GRTAS – Young Peoples Service database

Recn 3 - Terms of reference (TOR) of the joint CME/GRTAS/LEIS CRT safeguarding group

I am also currently undertaking an audit review of Elective Home Education and some of this information will also be useful for me to evidence the multi service arrangements that are in place.

Thank you for your assistance in this matter.

If you would like to discuss any part of the reviews please don't hesitate to contact either myself or Jamie on extensions 36043 or 38312.

Regards
Julie Cottam
Senior Audit Assistant
Lancashire Audit Service

LF
21/7/10**Cottam, Julie**

From: Dykes, Joe
Sent: 25 June 2010 12:54
To: Cottam, Julie
Subject: RE: Traveller Education follow up review
Attachments: NOV.LGRTAP 16-06-10.rtf

From: Joe Dykes (*Head of Service*)
Lancashire County Council
 CYP Quality & Continuous Improvement
 Gypsy, Roma and Traveller Achievement
 8 East Cliff, PRESTON, PR1 3JE
 Tel : 01772-533826
 Mob : 07798-678639
 Fax : 01772-532737
 Email : joe.dykes@lancashire.gov.uk

Hello Jamie.

I'm very sorry - I don't know how I overlooked the original email.

I need to ask Young People's Service Head of Service for the screenshot requested and have asked my deputy who sits on the GRT Safeguarding meetings to dig out the minutes and terms of reference. I'll get them to you as soon as they land on my desk.

Please find attached the minutes of the Lancashire GRT Achievement Programme Steering Group held on the 16th June. They are in the form of a Note of Visit from the National Strategies GRT Programme Regional Adviser as he sits on the group and has taken the role of leading the agenda and providing the Note of Visit as a record of key discussions and agreed actions. In the Note of Visit, the steering group is referred to as the GRTAP Strategic Management Team.

Kind regards
 Joe

From: Cottam, Julie
Sent: 25 June 2010 12:36
To: Dykes, Joe
Cc: Walker, Jamie
Subject: Traveller Education follow up review

Further to the e-mail sent to you on 26 May 2010 by Jamie Walker (auditor), requesting additional documentation to support your completed action plan, I would be grateful if you could arrange to supply me with copies of the information requested.

To clarify, we would like to see:

Recn 2 - Copies of recent GRT Safeguarding Meeting Minutes or an electronic link to them
 | Copies of recent minutes of the Programme Steering Group – Lancs GRT Achievement Programme or link
 Screen Copy Print of the CORE database relating to GRTAS – Young Peoples Service database

Recn 3 - Terms of reference (TOR) of the joint CME/GRTAS/LEIS CRT safeguarding group

30/06/2010

I am also currently undertaking an audit review of Elective Home Education and some of this information will also be useful for me to evidence the multi service arrangements that are in place.

Thank you for your assistance in this matter.

If you would like to discuss any part of the reviews please don't hesitate to contact either myself or Jamie on extensions 36043 or 38312.

Regards
Julie Cottam
Senior Audit Assistant
Lancashire Audit Service

3.15

RAF

21/7/10

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Note of Visit - Lancashire LA

Summer term 2010

Christopher Tyler (NTG RA)

Summary of Visit

Date: Wednesday, 16/06/2010

Location: LA

Present: Focus For Improvement Adviser; Head of Service, GRT Achievement Service; School Attendance Lead; Primary Strategy Manager; Regional Adviser

Purpose: To advise and support the LA in narrowing the gaps (NtG) for vulnerable pupils through delivery of the Gypsy, Roma and Traveller Achievement Programme (GRTAP) by attendance and input at a GRTAP Strategic Management Team meeting.

Headline evaluation: GRT as an LA NtG strand was clarified; RA support needed for the development of the virtual school & GRTAP network, action research & national good practice sharing. Schools' involvement within the GRTAP schools' networks remains high. Further developments include: interface with Children's Trusts boards; development of lead good practice GRT schools; winning all schools' 'hearts & minds' re GRT achievement. The first steps in creation of the virtual GRT school inc. collation of accurate databases EYFS through to KS4.

Agreed issues for action

Key Issue	Action	Org	Who	When	Status
'Know the gaps' for GRT pupils by further increasing LA knowledge & alignment around GRTAP	Develop format & then feed digest of Team Leader's GRT reports into Children's Trust boards as appropriate	LA	JD	11/2010	Open
'Narrow the gaps' for GRT pupils by developing schools' specific actions within the GRTAP	Describe 'what makes a lead GRT school' & share with network schools with a view to identifying good practice models. Further develop virtual GRT school through continued collation of pupil details & relevant information.	LA	JD	11/2010	Open
Develop the GRT Achievement Network & its Strategic Team	Explore secondary colleague input into the Strategic Team.	LA	CD	11/2010	Open

This is a 'short' note of visit. A more detailed 'full' note of visit will be sent following the last visit in this term capturing a detailed evaluation of this term's activity as well as a record of the agreed actions.

The National Strategies values constructive feedback on our work with Local Authorities. If you would like to provide feedback, please copy and paste the following link into your internet browser to access the feedback system - www.nationalstrategies.co.uk/nsfeedback2

Cottam, Julie

From: Dykes, Joe
Sent: 28 June 2010 15:43
To: Cottam, Julie
Subject: RE: Traveller Education follow up review
Attachments: GRT CME Case Conference Group Terms of Reference.doc; Cases for 7th May meeting decision list.doc

From: Joe Dykes (*Head of Service*)

Lancashire County Council

CYP Quality & Continuous Improvement
Gypsy, Roma and Traveller Achievement

8 East Cliff, PRESTON, PR1 3JE

Tel : 01772-533826

Mob : 07798-678639

Fax : 01772-532737

Email : joe.dykes@lancashire.gov.uk

Dear Julie,

Please find attached as requested the following:

- Terms of reference (TOR) of the joint CME/GRTAS/LEIS CRT safeguarding group

The safeguarding group is now termed the Case Conference group as it processes individual cases and agrees action between all the services represented.

- Copies of recent GRT Safeguarding Meeting Minutes or an electronic link to them

I presume this means minutes of the group mentioned above. Because the group's purpose has become focussed on the processing of cases, minutes are in the form of agreed actions around the GRT young people referred to the group by any of the services. I have attached a recent agreed actions document from the group. Please let me know if this is what you needed to see as evidence.

You also requested a **screen copy print of the Young People's Service CORE database relating to GRTAS**. I have emailed Fatima Badat, the M.I. Systems Administrator who has worked with our service to ensure GRT young people are now recorded on CORE and copied the request to Rod Norton, Head of YPS, as he would need to authorise the release of any screenshot showing information about young people. I will let you know as soon as I get a response unless you are in a position to request this directly from YPS.

Kind regards
Joe

3.16
RF
21/7/10

GRT/CME Case Conference Group

Terms of reference

Purpose of the GRT/CME Case Conference Group:

The CME and GRT Achievement Teams will take joint strategic lead on the development and implementation of the GRT/CME Case Conference in particular reference to the Authorities Action Plan in relation to Children Missing Education specifically relating to GRT children and young people to ensure the Local Authority meets its statutory duties in relation to the Education & Inspection Act 2006 (Part 1, Section 4) which places a duty on local authorities to make arrangements to identify children missing education in their area.

Membership of the CME/GRT Case Conference Group

- The GRT Achievement Service
- The Children Missing Education Team
- The Elective Home Education Team
- Health
- Young People's Service
- Lancashire Constabulary
- Safeguarding Team

The aims of the group are:

- To ensure that all GRT children and young people in Lancashire have the opportunity to fulfill their potential in line with the five National outcomes for children.
- To enable more GRT children and young people to engage/re-engage in education quickly and with lasting success.
- To create networks that will enable agencies to work effectively together.
- To collaborate with other agencies and ensure that relevant information is circulated.
- To discuss individual cases and ensure that every avenue of investigation has been undertaken in order to safeguard GRT children and young people who have moved out of the area.

Responsibilities of the group are:

- To ensure that each partner organisation has a named individual with responsibility for attending/reporting to the group.
- Attend or provide written report for each meeting.
- Accept joint responsibilities for the actions agreed at each meeting.

Structure and frequency of meetings:

- Half termly meetings
- Location: County Hall
- Duration: one hour
- List of cases to be discussed circulated week prior to the meeting
- Susan Robinson to Chair Meetings
- Decision/Action list circulated after the meeting by Susan Robinson

Lancashire County Council	Lancashire Audit Service	Test No: 4
		Audit Ref: UP0007

Client: CYP	Audit Area: EHE
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Risk
R4 - There is no strategic lead for the service to ensure appropriate ownership.

Control
C14 - Formal minutes are available of service team meetings and the service is represented at an appropriate level within the organisation.
C15 - Reports relating to EHE are produced and are made available to key managers.

Test description
Identify where the service sits within the CYP directorate and ensure that formal reports of EHE are provided to appropriate senior managers and to cabinet, where appropriate. Consider governance arrangements.
Review a sample of service team minutes.

Frequency of control – Quaterly	Sample size – Last 3 sets of minutes. (Sample examined September 2009, January 2010 and May 2010).
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Finding	W/P ref.
The EHE service currently sits within the LEIS service. The Head of LEIS has taken responsibility for the service. There has been some uncertainty where this service will sit within the CYP directorate following completion of the directorate restructure, although it is understood from the Head of LEIS and from the information in the service team meetings that this service will move to the Universal and Prevention Services section.	
The Director for Universal and Prevention Services will be the strategic lead for the service, although to date there has been no formal involvement with the service.	
The Service Manager has reported to the Overview and Scrutiny committee on an ongoing basis over the last 12 months.	4.1
The service has reported to the Overview and Scrutiny Committee. In July 2008, members were provided with a report which outlined the current position re. EHE. Concerns were identified re. The infrequency of visits to those children being home educated and the ability of the council to ensure these children are safe. Consequently, a task group was established to investigate the provision of EHE monitoring. The task group met between October 2008 and March 2009 and a report and recommendations was presented to the Overview and Scrutiny Committee in March 2009. A response to the report was produced which identified the implications for the local authority.	4.1 4.2
The report and the response mirrored the issues and recommendations outlined in the Badman report. However, the DCSF response to the recommendations following consultation with key stakeholders does not appear to increase the legal responsibilities of the local authority with regard to EHE and the role remains a supportive one.	4.3-4.4

Prepared by: JAC	Date: 25/06/10	Reviewed by: RF	Date: 21/7/10
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Lancashire County Council	Lancashire Audit Service	Test No: 4
		Audit Ref: UP0007

<p>The EHE service undertakes termly service team meetings with representatives from other LA services including CME, LEIS and LYPS. Formal minutes are available. The meetings are used to consider policy and procedural issues and to ensure that there is effective information sharing, consistency and best practice arrangements for managing cases are in place.</p> <p>In addition, the EHE administrative officer meets with the Head of the CME service on a regular basis to discuss cases that have been referred to them and to ensure that up to date positions are known. These meetings are less formal – no minutes are taken but there is a spreadsheet which is used to list the cases and record details of the current position.</p>	<p>4.6 - 4.8</p>
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Conclusion

The responsibility for the EHE service and the lines of responsibility within the council has not yet been formally decided and agreed. This may result in ineffective governance arrangements since the appropriate director may not be kept informed of the current issues surrounding EHE.

Recommendations

1. The EHE service should be integrated into the appropriate group within the CYP directorate to ensure that there is appropriate ownership within the directorate. Governance and reporting arrangements should be clarified and the relevant Director should be provided with regular information relating to the EHE service.

Part I - Item No. insert
number

Electoral Division affected:
All

**Response to the recommendations of the Elective Home Education Task
Group**

(Appendices 'A', 'B' and 'C' refer)

Contact for further information:
Maureen Davenport, (01772) 532478, Lancashire Education Inclusion Service
mauren.davenport@lancashire.gov.uk

Executive Summary

County Councillor Mrs Pat Case CBE, Cabinet Member for Children and Schools has provided a formal response to the Committee in relation to the recommendations of the Elective Home Education Task Group report of 24 March 2009.

Recommendation

That the Children and Young People Overview and Scrutiny Committee notes the report presented in response to the recommendations of the Elective Home Education Task Group.

Background and Advice

At the July 2008 Children and Young People Overview and Scrutiny Committee members were presented with a report outlining the current picture of Elective Home Education in Lancashire. Members of the committee raised concerns about the infrequency of visits to those children being educated at home and the ability of the local authority to ensure that they are safe.

As a result a Task Group was formed to investigate the provision of EHE monitoring and to gain a greater understanding of EHE issues. A task group was agreed in September 2008 and consisted of six members: five were County Councillors and one co-opted member.

The task group met between October 2008 and March 2009. The task group met with several witnesses, including County Council Officers, Home Educators and Providers, made site visits and considered a range of documents. The task group

presented their report and recommendations to the CYP Overview and Scrutiny Committee on 24 March 2009.

Having considered the report, the Committee resolved:

- (i) The report of the Elective Home Education Task Group be received:
- (ii) The recommendations of the Task Group be supported
- (iii) The Cabinet Member for Schools be asked to consider the recommendations of the Task Group and respond to the Committee in due course.
- (iv) A copy of the report be sent to the DCSF and the response reported back to the Committee: and
- (v) The relevant officers of the Directorate for Children and Young People be asked to suggest appropriate wording in respect of the task group's recommendation (number 8) relating to the suggestion that parents discuss their decision to home educate with the school.

The report was amended as requested in point five and a final copy was sent to the DCSF in March 2009.

The Cabinet Member for Children and Schools full response to the recommendations made by the Task Group is included at Appendix 'A'.

Consultations

NA

Implications:

Risk management

There are no Risk Management implications arising from this report.

Financial

There are no specific financial implications arising from this report, however the recommendations made by the Task Group do have financial implications as an increase in staffing and resources is noted as required.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper	Date	Contact/Directorate/Tel
<u>CYP Overview and Scrutiny Committee - Report of the Elective Home Education Task Group</u>	24 March 2009	Beverley Reid / OCE / Ext: 32229

Appendix 'A'

Reason for inclusion in Part II, if appropriate

N/A

**Response to the Overview and Scrutiny Committee for Children and
Young People Task Group Report Elective Home Education**

The following Task Group recommendations were made:

- 1. The county council and home educators should work more closely to develop a relationship of trust and mutual support within which the child can achieve and flourish.**

This recommendation plus several others have been delayed in light of the fact the government has carried out a formal review of Elective Home Education (EHE) led by Graham Badman. The draft report is currently out for consultation and the closing date is the 30th October. Lancashire responded to the request for information and several on-line surveys were completed. We have just been requested to provide further information (Sept 09). This enquiry will provide clear guidance on the provision of EHE for all concerned. Bulleted below is a brief summary from the draft guidance on what the DCFS will ensure:

- Monitoring officers have right of access to the home
- They have the right to speak to the child or young person alone if deemed appropriate or in the company of independent support person (not parent)
- Parents to be required to demonstrate attainment and progress in accordance with the education plan lodged at registration
- Schools and LAs will be prevented from advising parents towards EHE to prevent exclusion or as a mechanism to deal with educational or behavioural issues
- LAs to be given powers to rule that children on EHE returning to school must be admitted above planned admission limits where the needs of the child cannot be met otherwise
- Ofsted will review EHE children within its review of SEN provision
- LAs will have statutory duty to hold a review for child with SEN to satisfy themselves that EHE is appropriate
- LAs will be given powers to revoke or refuse registration on safeguarding grounds

The DCFS will be given a 3 month period to decide how to provide LAs with sufficient funding to secure the recommendations

- 2. Lancashire Education Inclusion Service (LEIS) teachers should be renamed to reflect the fact that, when working with home educators, their role is not a teaching one, but a support one.**

- The DCSF will be given a 3 month period to decide how to provide LAs with sufficient funding to secure the recommendations

Implications for LA's

- All EHE children known to them must be registered and visited within one year of the new legislation
- EHE children should be allowed to register at local school, children's centre or other as deemed appropriate by the LA
- LAs to provide clear statement of parental responsibility for EHE, to be available online, in libraries and other public places
- LAs to report to Children's Trust Board on reasons why parents decide to EHE and this should contribute to the Children and Young People's plan
- A consultative forum to be established (subgroup of Children's Trust) to inform and develop EHE within the LA
- LA to report to the Children's Trust on how they intend to monitor and support children and young people on EHE
- The LA to commission the monitoring of EHE children through the children's trust using a range of services to provide a multi disciplinary approach
- The LA to provide support for EHE families to find examination centres and funding if suitable and appropriate education has been sufficiently demonstrated.
- LAs to provide access to school facilities school visits and Key Stage assessments, access to music tuition on same cost basis as school based child. Access to work experience, access to post 14 vocational opportunities and provide support for special cases e.g. bullying
- Consider access to ICT through use of school based materials
- Ofsted to assess provision for EHE in the CAA
- Numbers of EHE children, numbers of School Attendance Orders or Education Supervision Orders to be reported annually to Children's Trust
- LAs to hold a review for children with Statement to consider suitability of EHE and satisfy themselves that Child's needs are to be met. Then the Statement must be revised.
- For a child on School action plus the LA must consider a continuation of support
- The Safeguarding Board to report annually to the Children's Trust with regard to any safeguarding provision and action taken for EHE children
- LA Adult Services and other agencies to be required to inform EHE officers of any evidenced concerns they have about parents ability to home educate. (alcohol abuse/ domestic violence/ offences against children, anything else which affects their ability to provide a suitable and efficient education)

Implications for schools :

- Schools to be required to contact the EHE officer as soon as they know EHE is being considered

- Child's Record of Achievement and any other records and expected achievement levels to be sent to EHE officer
- Child to be kept on roll for 20 school days to allow cooling off period.
- Obligation to readmit child if they decide against EHE within the 20 day period.
- Obligation to readmit if the LA demands at any time and regardless of admission levels
- Allow access to school facilities school visits and Key Stage assessments, access to music tuition on same cost basis as school based child.
- Allow access to ICT through use of school based materials

Implications for LEIS

- All initial visits to take place within first 20 days following an enquiry and registration completed for child readmitted to school
- Another visit within the following eight weeks to help finalise an education plan for forthcoming year (final plan to be ready within eight weeks of registration)
- Give parents at least two weeks notice of an annual visit
- Registration to be renewed every year and new education plan formulated
- Written report of visit to be filed within 21 days of annual visit and copied to parent
- Monitoring reports must have process for correction/ amendment and challenge to content
- Training including awareness for safeguarding issues for EHE officers
- EHE officers to be trained in CAF

To impose the above recommendations we would need to revise our procedures and paperwork.

To ensure staff have ongoing and up to date training in EHE, CAF and safeguarding procedures

Reporting to LA supplying of data and further information as required fulfilling LA duty

**Response to the Overview and Scrutiny Committee for Children and
Young People Task Group Report Elective Home Education**

Lancashire Education Inclusion Service

**Notes from Report into Home Education
(Graham Badman 2009)**

Please note that these are notes taken from the main report

Context

A review of children on home education in England conducted between Jan and May 2009. All LAs and independent home educators were asked to respond. The report is now published and under consultation between June and Oct 09

There is widespread agreement with the recommendations within LAs but some fierce resistance to parts of it from independent EHE bodies such as Education Otherwise and Education Everywhere.

The report is out for consultation until Oct 09. A general election next year may further impact on legislation to adopt recommendations

Report

The report has many recommendations which if adopted would have far reaching implications for Elective home education as follows:

The DCSF will ensure:

- Monitoring officers have right of access to the home
- They have the right to speak to the child or young person alone if deemed appropriate or in the company of independent support person (not parent)
- Parents to be required to demonstrate attainment and progress in accordance with the education plan lodged at registration
- Schools and LAs will be prevented from advising parents towards EHE to prevent exclusion or as a mechanism to deal with educational or behavioural issues
- LAs to be given powers to rule that children on EHE returning to school must be admitted above planned admission limits where the needs of the child cannot be met otherwise
- Ofsted will review EHE children within its review of SEN provision
- LAs will have statutory duty to hold a review for child with SEN to satisfy themselves that EHE is appropriate
- LAs will be given powers to revoke or refuse registration on safeguarding grounds

