DDAT

Derby Diocesan Academy Trust

Flexi-schooling Policy

September 2026

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Statement of intent

DDAT understands that, under some circumstances, parents may wish for their child to receive some of their education in school, and some of their education at home.

While there is no automatic right for a pupil to receive flexi-schooling, the Trust and each of its school aims to work with parents where this may be necessary, in order to reach an arrangement that is mindful of the pupil's best interests and allows the pupil to receive part of their education within the school, and the other part of their education at home.

When a pupil is flexi-schooled, there is always a risk that the child may not receive the broad and balanced education that they should and are entitled to receive. The Trust and its schools adhere to the measures outlined within this policy and expects parents of flexi-schooled pupils to do so as well, in order to ensure that every pupil, whether flexi-schooled or not, receives a broad and balanced education.

The overriding consideration in all decisions regarding flexi-schooling will be the best interests of the child.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2024) *Elective Home Education*
- DfE (2024) *Working Together to Improve School Attendance*
- DfE (2026) *Keeping Children Safe in Education September 2026*

This policy operates in conjunction with the following school policies:

- SEND Policy
- Parental Attendance Agreement
- Attendance and Absence Policy
- Child Protection and Safeguarding Policy

Associated documents

- Flexi-Schooling Parent Information and Agreement
- Flexi-Schooling School Checklist

This policy should be read alongside:

- Flexi-Schooling Parent Information and Agreement

- Flexi-Schooling School Checklist
- Attendance and Absence Policy
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

The Deputy CEO is responsible for:

- Ensuring the school has robust procedures in place for monitoring pupil attendance, attainment and progress.
- Working with the headteacher, the Trust Safeguarding Lead and any other key stakeholder to establish efficient flexi-schooling procedures, ensuring agreements are approved before flexi-schooling begins.
- Reviewing this policy on an annual basis for approval by the Trust Board, ensuring that it remains adequate and appropriate for the needs of the school.
- Putting arrangements in place for when the provider of the alternative activity, as part of flexi-schooling, notifies the school of any absences of individual pupils.

The headteacher is responsible for:

- Working with the Executive Team to establish efficient flexi-schooling procedures, ensuring agreements have been approved before flexi-schooling begins.
- Granting requests for flexi-schooling where they are satisfied the parents are committed to providing adequate support for their child while they are being educated off-site.
- Signing the relevant contracts before flexi-schooling begins.
- Ensuring the pupil's progress, attendance, behaviour and the effectiveness of any intervention programmes are monitored.
- Ensuring parents receive termly updates on their child's attendance and progress, e.g. through progress reports.
- Collating evidence from parents to inform pupil assessments.
- Providing parents with copies of weekly planning to ensure they can plan flexi-day activities for pupils.
- Withdrawing a flexi-schooling agreement if it is felt that any of the required conditions are not being met at home.
- Reviewing this policy on an annual basis, ensuring it remains adequate and appropriate for the needs of the school.

Parents/carers are responsible for:

- Keeping clear records or diaries of the activities and learning experiences that happen on flexi-schooling days.
- Providing copies of records or diaries, pupil's work, evidence and activities to the headteacher and bringing these to termly parents' evenings.
- Attending termly group meetings with other parents/carers and school staff regarding flexi-schooling to share good practice.

3. Definitions

Flexi-schooling is providing a full-time education by means of a mixture of provision.

This means that parents/carers may make a request for their child to receive part of their education and the school and part of their education at home or in other settings. Pupils receiving part of their education at the school through a flexi-schooling arrangement must still receive full-time education overall, and it is parents'/carers' responsibility to ensure that this duty is met.

While parents/carers are free to request flexi-schooling arrangements, there is no legal entitlement for requests for flexi-schooling to be accepted. This will be considered on an individual basis for each request.

4. Requesting flexi-schooling arrangements

Flexi-schooling arrangements will only be considered upon the official request of someone who has parental responsibility for a child – flexi-schooling arrangements will never be initiated by the school.

If a parent/carer wishes for their child to receive flexi-schooling with part of their education delivered at the school, this request will be required to be made in writing to the headteacher. The headteacher will then arrange an in-person meeting with the parent/carer of the child to discuss the proposed flexi-schooling arrangement further.

The decision to allow a flexi-schooling arrangement to take place is solely at the discretion of the headteacher, and there is no right of appeal against the headteacher's decision.

Flexi-schooling arrangements will only be given if the headteacher is satisfied of the following:

- The parent/carer is committed to providing suitable education for their child overall and is aware of their legal duty to ensure their child is educated full-time
- The education that the parent proposes to provide off-site will be of good quality, and the child will receive a broad and balanced education overall
- The arrangement will not have a significant adverse impact on the child's development, e.g. in terms of social interaction

- The arrangement will be able to work practically in terms of work set for the child
- There are no safeguarding concerns related to the welfare of the child surrounding the arrangement

If the school agrees to a flexi-schooling arrangement, an agreement will be prepared.

The school's Flexi-Schooling Parent Information and Agreement must be completed and signed before the arrangement begins. Schools should also complete the Flexi-Schooling Checklist to evidence that all relevant educational, attendance, SEND and safeguarding considerations have been considered prior to approval.

This agreement will contain information on the following:

- Which areas of education each party will provide
- The responsible person for overseeing the non-school part of the education
- What flexibility there will be regarding special events at school which fall outside the pupil's usual attendance, e.g. school trips, assemblies
- What flexibility there will be regarding special events at home which fall inside the pupil's usual attendance, e.g. museum trips
- What arrangements will be made for pupil assessment
- Expectations regarding attendance at statutory assessments, examinations, educational visits and other compulsory school activities.
- Any SEND and associated provision
- To what extent the national curriculum will be followed
- Anything else the parent/carer and school agree to include
- Which school sessions or lessons the pupil will attend.

Both parties will sign the agreement stating that they understand that the school is responsible for the pupil's welfare while they are at school, and the parents/carers are responsible at all other times.

Pupils must attend statutory assessments, examinations and other compulsory school activities unless alternative arrangements have been agreed in writing by the headteacher.

Flexi-schooling will not begin until these documents have been signed by the parents/carers and the school.

5. Attendance and educational performance

The school will monitor progress, attendance, behaviour and the effectiveness of any intervention programmes, in line with the existing procedures for full-time equivalent pupils.

Attendance at school will be mandatory for pupils receiving flexi-schooling for all sessions where it has been agreed the pupil will be present. Where pupils are receiving the off-site parts of their education, they will be officially entered onto the school's admissions and attendance registers. Attendance will be recorded in accordance with current DfE attendance regulations and the statutory Working Together to Improve School Attendance guidance.

The pupil's parent/carer will be responsible for informing the school where their child will be absent from on-site provision and where they will not be attending schooling off-site – the school will mark the attendance register in line with the Attendance and Absence Policy for absences from either provision.

The school will update parents/carers on their child's attendance and progress at school at least **termly** through:

- Progress reports.
- Formal parent and school meetings.
- Informal communications.

The school will expect the parents/carers to act on advice provided and work in partnership with the school to ensure that pupils make appropriate academic progress.

The school retains the right to withdraw an agreement at any time, e.g. if the school feels that any of the required conditions that underpin the agreement are not being met at home.

6. The school's role in flexi-schooling

For all flexi-schooling arrangements entered into by the school, the school will:

- Monitor the attendance levels of pupils at school.
- Track and evaluate the attainment and progress of pupils at school.
- Use any evidence parents collate at home to inform their assessments of pupils – attainment and progress evidence will be shared between parents/carers and the school.
- Provide parents/carers with copies of **weekly** planning to ensure that they can plan flexi-day activities to support their child's learning.

The school is not responsible for the parts of education that are delivered to the pupil when they are off-site. Parents remain responsible for ensuring that suitable education is provided during periods of home education. The school will work with the local authority where concerns arise regarding educational suitability or welfare.

Schools will retain completed checklists, agreements and review records in accordance with the school's record-keeping procedures.

The school will not conduct any health and safety risk assessments of the pupil's home; however, if there is evidence that a child is not safe at home, or a concern is raised either by a member of staff or the child themselves, the DSL will be informed immediately, and the school will follow the processes outlined in the school's Child Protection and Safeguarding Policy.

The school reserves the right to convene review meetings where safeguarding, welfare, attendance or educational concerns arise

7. Termination of a flexi-schooling agreement

With agreement from the Deputy CEO, the school will set a formal review for flexi-schooling arrangements where:

- Pupils' attendance at school falls below **97** percent.
- Pupils' attainment, performance or progress is falling below the accepted standard in areas of the pupil's education for which the school has responsibility.

Where the school believes that any of the required conditions that underpin the agreement are not being met, e.g. the pupil is not making the expected progress, the school will withdraw the flexi-schooling agreement.

Two weeks' notice will be given to parents/carers following a decision to terminate the agreement.

If parents/carers do not agree with the school's decision, they will be asked to attend a meeting with the headteacher to discuss the reasons behind the decision.

If they still disagree following the meeting, parents/carers will be offered the opportunity to make a complaint regarding the school's decision. All complaints will be handled in accordance with the Complaints Procedures Policy.

All flexi-schooling agreements will be formally reviewed at least termly and renewed annually

8. Monitoring and review

This policy is reviewed on an annual basis by the DDAT Trustees and the headteacher. The next scheduled review date for this policy is October 2026.

Appendix 1

Flexi-Schooling Arrangement: Parent Information and Agreement

School: [School Name]
Pupil Name: [Child's Name]
DOB: [DOB]
Start Date: [Agreed Start Date]

1. Introduction

Dear [Parent/Carer Name],

Thank you for your request for a flexi-schooling arrangement for your child.

Flexi-schooling is a partnership between school and parents where a child receives part of their education in school and part outside school. While parents are free to request this arrangement, there is **no automatic right to flexi-schooling**, and approval is at the discretion of the Headteacher.

Our priority is to ensure that your child continues to receive a **full-time, broad and balanced education**, and that their academic, social and emotional development is fully supported.

2. Principles of the Agreement

By entering into this agreement, both school and parents confirm:

- The child remains **on roll at the school**
- The arrangement is **requested and led by the parent**, not the school
- Parents accept responsibility for ensuring **full-time education overall**
- The arrangement must not negatively impact:
    - Academic progress
    - Social development
    - Emotional wellbeing

3. Agreed Attendance Pattern

Your child will attend school on the following days/sessions:

In-school provision:

- [Days / sessions]

Off-site (home or alternative provision):

- [Days / sessions]
- Attendance at agreed school sessions is **mandatory**
- Off-site sessions will be recorded as **authorised absence**
- The pupil must attend statutory assessments, examinations, educational visits and other compulsory school activities unless alternative arrangements have been agreed in writing by the Headteacher

4. Responsibilities

School Responsibilities

The school will:

- Provide high-quality teaching for in-school sessions
- Share **weekly planning** to support home learning
- Monitor:
    - Attendance
    - Progress
    - Behaviour and wellbeing
- Provide **termly updates** (reports, meetings, discussions)
- Use evidence from parents to inform assessment

Parent/Carer Responsibilities

Parents agree to:

- Provide **suitable education during off-site time**
- Keep **records/learning diary/work samples** of home learning
- Share evidence of learning with school regularly
- Ensure attendance at agreed school sessions
- Inform school of any absence (both school and home days)
- Attend meetings and act on school advice to support progress

5. Safeguarding and Welfare

- The school is responsible for the child's welfare **while on site**
- Parents are responsible **when off site**
- Any safeguarding concerns will be managed in line with school policy
- Parents must follow safeguarding and reporting procedures as explained

6. Curriculum and Learning

- The overall programme must provide a **broad and balanced curriculum**
- The following will be agreed:
    - Curriculum split between school and home
    - Assessment arrangements
    - SEND provision (if applicable)

Parents are expected to ensure that off-site learning is of **good quality and suitable**.

7. Monitoring and Review

The arrangement will be monitored through:

- Attendance tracking (**expected threshold: 97%**)
- Academic progress
- Behaviour and wellbeing
- Termly review meetings

Parents agree to work in partnership with the school to address any concerns.

8. Withdrawal / Termination of Agreement

The school may withdraw this agreement if:

- Attendance falls below expected levels (e.g. below 97%)
- Progress is not in line with expectations
- Agreement conditions are not met

Where this occurs:

- A **review meeting** will be held
- **Two weeks' notice** will be given if the agreement is ended

- Parents have the right to discuss the decision and use the complaints process

9. Confirmation and Signatures

This agreement confirms that both parties understand and accept the responsibilities and conditions outlined above. Flexi-schooling will not begin until this agreement is signed.

Parent/Carer Signature: **Name:** _____
_____
Date: _____

Headteacher: _____
Signature: _____
Date: _____

10. Additional Agreed Details (if applicable)

- Named responsible adult for off-site education: _____
- SEND provision details: _____
- Evidence-sharing expectations: _____
- Special arrangements (trips/events/flexibility): _____

Appendix 2

Checklist

1. Initial Request and Eligibility

☐ Written request received from a parent/carer with parental responsibility
☐ Request initiated by parent (not the school)
☐ Child is (or will be) on the school roll
☐ Understanding confirmed that flexi-schooling is discretionary, not a parental right

2. Pre-Decision Meeting

☐ In-person meeting held with parent/carer
☐ Purpose of flexi-schooling clearly explained
☐ Policy expectations shared with parents
☐ Parents understand responsibility for full-time education overall

☐ Inform DCEO of the request

3. Suitability of the Arrangement

☐ Parent commitment to providing suitable education confirmed
☐ Off-site education judged to be of good quality
☐ Arrangement supports a broad and balanced curriculum
☐ No anticipated adverse impact on:

- ☐ Academic progress
- ☐ Social development
- ☐ Emotional wellbeing

☐ Practicalities of work, timetabling and communication considered
☐ SEND needs discussed (if applicable)
☐ No safeguarding concerns identified

4. Safeguarding and Welfare

☐ Safeguarding checks completed
☐ DSL consulted where appropriate
☐ Parents understand:

- School is responsible on-site
- Parents are responsible off-site

☐ Procedures for reporting concerns explained

5. Formal Flexi-Schooling Agreement

☐ Written agreement prepared
☐ Agreement includes:

- ☐ Which education is delivered by school vs home
- ☐ Named responsible adult for off-site education
- ☐ Attendance pattern (sessions/lessons attended)
- ☐ Curriculum expectations
- ☐ SEND provision (if applicable)
- ☐ Assessment arrangements
- ☐ Flexibility for trips/events (school and home)
- ☐ Evidence-sharing expectations

☐ Agreement signed by:

- ☐ Headteacher
- ☐ Parent/carer

☐ Start date agreed after signatures only

6. Attendance Arrangements

☐ Pupil recorded on admissions and attendance register
☐ On-site sessions marked as mandatory attendance
☐ Off-site sessions coded as authorised absence
☐ Parents understand responsibility for:

- Reporting absences
- Ensuring off-site education occurs

7. Teaching, Learning and Evidence

☐ Weekly planning shared with parents
☐ Expectations set for:

- Learning records/diaries
- Work samples and evidence

☐ Evidence used to inform assessment and progress tracking

8. Monitoring and Review

☐ Attendance monitored (school threshold: 97%)
☐ Academic progress tracked for school-delivered provision
☐ Behaviour and wellbeing monitored
☐ Termly updates provided to parents:

- ☐ Progress reports
- ☐ Meetings

☐ Parents agree to act on school advice

9. Termination Conditions Explained

☐ Parents informed that agreement may be withdrawn if:

- Attendance falls below 97%
- Progress is below expected standards
- Agreement conditions are not met

☐ Parents aware of:

- Two weeks' notice period
- Right to meeting
- Complaints process

10. Record-Keeping

☐ All documentation stored securely
☐ Decisions clearly evidenced
☐ Policy referenced in decision-making