



## **Flexi Schooling Policy**

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<b>Status</b>	New
<b>Published</b>	March 2025
<b>Review Cycle</b>	Yearly
<b>Next Review</b>	March 2026

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## Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

*“Getting it right for every pupil”*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school’s ethos and culture to improve well-being and develop every child’s talents and abilities to their full potential. A Rights Respecting School is a community where children’s rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children’s rights in the school’s policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

## Other policies linked to this policy :

Attendance Policy  
Safeguarding Policy  
Complaints Procedure Policy

## Definition

Flexi-schooling is providing a full-time education through a mixture of provisions. This means that parents may make a request for their child to receive part of their education at 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 the parents' responsibility to ensure that this duty is met.

While parents are free to request flexi-schooling arrangements, there is no legal entitlement for requests for flexi-schooling to be accepted.

### **Kent County Council School Attendance Handbook** **A guide for schools, governing bodies, academy trustees and local authority practitioners in Kent states :**

*Flexi-schooling does not fall under the description of a part-time timetable nor is it the same as elective home education.*

*Flexi-schooling is where children who are educated at home most of the time may also be registered at school and attend school for part of the week – perhaps one day a week. It is generally therefore a more permanent arrangement than a PTT which should always be of the shortest duration possible.*

*As flexi-schooling is a combination of school and home education, the child remains on roll of the school and is recorded as absent (code C) on those days they are educated at home.*

*The parents must ensure that the child receives a suitable full-time education.*

*Schools are under no obligation to agree to such arrangements.*

*If a school intends to consider flexi-schooling, it should have a formal flexi-schooling policy.*

*Although not a part-time timetable, schools should notify KCC of a flexi-schooling arrangement by completing the Notify of a part-time timetable form through the Digital Front Door on Kelsi.*

*Further information can be found at [DfE Elective home education guidance for local authorities](#)*

## 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 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 of the child to discuss the proposed flexi-schooling arrangement further. This could be discussed within the child's EHCP review meeting.

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 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
- There are no safeguarding concerns related to the welfare of the child surrounding the arrangement

If the school agree to Flexi Schooling arrangement, an agreement will be prepared, 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 that fall outside the pupil's usual attendance, e.g. school trips, assemblies
- What flexibility there will be regarding special events at home that fall inside the pupil's usual attendance, e.g. museum trips

- What arrangements will be made for pupil assessment
  - Any SEND and associated provision
  - To what extent the school curriculum will be followed
  - Anything else the parent and school agree to include
  - Which school sessions or lessons the pupil will attend.
- . When the Flexi Schooling arrangement will be reviewed - this could be reviewed at each EHCP annual review.

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

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

The school must inform the Local Authority if the child has an EHCP in place. This will be done through the KELS! Digital Front Door - [KELS!](#)

### **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.

School attendance 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 into the school's admissions and attendance registers.

Periods, where the pupil is receiving education other than at the school, will be marked on attendance registers as authorised absences in line with the Attendance Policy

The pupil's parent 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 Policy for absences from either provision.

The school will update parents on their child's attendance and progress at school through:

- Yearly Progress reports.
- Formal parent and school meetings.

- Informal communications.
- Personalised Learning Intention Reviews
- Termly Attendance letters
- EHCP Annual Review

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

### **The school's role in flexi-schooling**

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

Inform the Local Authority of the decision through the KELSI website online form - [Flexi Schooling - Reduced timetable](#)

- 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 and the school.

The school is not responsible for the parts of education that are delivered to the pupil when they are off-site, as the quality and suitability of home education is the responsibility of the LA; however, the school will work with the LA wherever necessary to ensure the pupil's overall education is suitable and that the proper attendance codes are used.

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, the DSL will be informed immediately, and the school will follow the processes outlined in the school's Child Protection and Safeguarding Policy.

### **Termination of a flexi-schooling agreement**

The school will set a formal review for flexi-schooling arrangements where:

- Pupils' attendance at school falls below 75 percent, without legitimate cause.
- Pupils' attainment, performance, or progress falls below the expected 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 following a decision to terminate the agreement.

If parents 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 will be offered the opportunity to make a complaint regarding the school's decision.

All complaints will be handled by the school's Complaints Procedures Policy.

### **Monitoring and review**

This policy is reviewed on an annual basis by the governing board and the headteacher.

The next scheduled review date for this policy is March 2026