



## Request

1. Please can you provide a copy of the initial contact letter sent to new home educators in your Local Authority
  
- 2a. Is the initial contact letter the same whether the parent has deregistered from a school or been home-educating from the start and you become aware of the family some other way?
  
- 2b. If they are different please provide a copy of both letters.
  
3. When was your EHE policy last updated?
  
4. Were local home educators involved directly in the process of reviewing the EHE policy when it was last updated.

## Response

Copy of letter attached. Please note, we as a matter of course attempt to reach out to all families by telephone in the first instance.. All parents are offered a visit during initial contact. Where families decline a visit through this conversation we currently send a 'Declined Visit' letter. This letter signposts families to Education Otherwise for advice on report writing and gives a date by which a report should be received so that the council can fulfil its 'informal enquiry'.

The letter is the same

as above

June 2022 (currently under review)

All home educators who were registered at the time of production were invited to view the draft version of the policy and complete an online consultative survey, comments were taken into account in the finalised version, we also worked closely with Education Otherwise at the draft stage. In addition, independent legal advice was sought.



PRIVATE AND CONFIDENTIAL

**Our Reference:** EHE Initial  
**Your Reference:**  
**Please Ask For:**

**Email:** [ehe@wigan.gov.uk](mailto:ehe@wigan.gov.uk)  
**Date:**

Dear Parent or Guardian

### **Elective Home Education (EHE)**

I understand that you have made the decision to educate your child at home in accordance with Section 7 of the Education Act 1996, where parents are responsible for ensuring their child receives an efficient and suitable education at school or otherwise.

I am writing to explain what happens next.

If you have not already done so, please register online following this link: <https://www.wigan.gov.uk/Resident/Education/Alternative-education/Home-education.aspx> and complete the online form 'Tell us how you will provide education for your (child)'.

You will also find a copy of Wigan's procedure that explains the policy, process, roles and responsibilities in relation to elective home education. You will also find a list of useful contacts and details of websites and resources supplied by local groups and national charities.

Now that you have chosen to start home educating, we would like to arrange a visit from one of our Elective Home Education Officers, xxxxxxx. This visit has been arranged to take place on xxxxxxxx. We will discuss your plan to educate your child and support available in the area.

Providing we establish that the education is underway and suitable, we will then arrange a timeframe to catch up on how things are going. If there are any concerns on either side, we will discuss this with you. In all cases, we want to work with you to make home education work, if that is what is in the best educational interest of your child.

We look forward to working in partnership with you and seeing a continued suitable and efficient education for your child. Please do not hesitate to make contact should you require further assistance.

Yours sincerely,

**██████████ - Administration Officer**  
**Elective Home Education Team**

Please reply to ██████████ Elective Home Education Team, Wigan Council, Directorate: Children's Services, PO Box 100, WN1 3DS.  
E-mail: [ehe@wigan.gov.uk](mailto:ehe@wigan.gov.uk) [www.wigan.gov.uk](http://www.wigan.gov.uk)