



# **Newlands CofE School Federation**

A partnership of Shere and Clandon Schools

## **Flexi School Policy**

### **Introduction**

This policy outlines the approach of the Newlands Federation towards flexi-schooling, where parents choose to educate their child partly at school and partly at home. At the Newlands Federation, we recognise that flexi-schooling can offer a beneficial and personalised approach to education which will help meet the needs of some pupils.

Flexi-schooling differs from Elective Home Education. Pupils remain on roll at the school and parents and the school work in partnership to deliver the child's education.

### **1. Principles and Ethos**

- We are a *flexi-positive* school and welcome applications from families who wish to pursue a blended learning approach.
- We acknowledge parents' rights to educate their children in a manner that best meets their needs, while ensuring their entitlement to a broad and balanced curriculum.
- We believe that collaboration between home and school enriches learning experiences and fosters positive outcomes for children.

### **2. Eligibility and Admission**

- Flexi-schooling is available for children of compulsory school age, subject to the Executive Headteacher's agreement and in the best interests of the child.
- Applications should be made in writing, outlining the proposed flexi-schooling arrangement.
- A formal meeting will be held with the Executive Headteacher to discuss expectations, practicalities, and how the arrangement will support the child's learning and well-being.
- Flexi-schooling will be reviewed periodically (but at a minimum once a term) to ensure it remains effective for all parties.
- Where a pupil has SEND or an EHCP, any flexi-schooling arrangement will be considered in light of the provision specified within the EHCP and the child's individual needs. The school will notify the SEND case officer at Surrey County Council when a flexi school agreement is arranged for a pupil with an EHCP.

### **3. Attendance and Registration**

- Pupils on a flexi-schooling arrangement remain registered at the school full-time, with agreed home-education days recorded as authorised absence (C code).
- Pupils on a flexi-schooling arrangement must attend school for minimum of either five mornings per week or three full days, other than in exceptional circumstances.
- Parents are responsible for ensuring appropriate education provision on home-learning days.
- The school will monitor attendance in line with statutory requirements and will work with families to address any concerns. Parents will be expected to report absences on days when the pupil is expected in school.

### **4. Curriculum and Learning**

- The school will deliver a structured curriculum during in-school days, ensuring continuity in core subjects such as English, Maths, and Science.
- Parents should provide a complementary learning experience at home, which supports and extends school-based learning.
- Regular communication between school and home will be maintained to track progress and ensure consistency.
- The school will ensure flexi school families are notified of special events such as school trips, visitors and sporting events, so that children may attend as appropriate.

### **5. Safeguarding and well-being**

- Safeguarding remains a shared responsibility; the school retains safeguarding responsibilities whenever a pupil is attending school or participating in a school-led activity. Parents remain responsible for safeguarding arrangements during agreed home-education sessions.
- Any safeguarding concerns identified by the school will be addressed in line with our Safeguarding and Child Protection Policy.
- The school's pastoral support will remain available to flexi-schooling pupils.

### **6. Review and Termination of Agreement**

- The flexi-schooling arrangement will be reviewed at least termly to assess its effectiveness and suitability for the child.

- A written agreement will be drawn up by the school and must be signed by both parties (parents and school).
- Either party (parents or school) may request adjustments to the arrangement based on the child's progress and needs.
- This arrangement cannot be changed within the term of the agreement, unless in exceptional circumstances or by agreement if parents wish the child to attend for more sessions.
- The school reserves the right to withdraw the arrangement if it is deemed not to be in the best interests of the child's education or welfare, or when a parent fails to comply with the requirements of this policy.

## **7. Further Information:**

- For more details, or to discuss a potential flexi-schooling arrangement, please contact the Executive Headteacher directly. Additional guidance can also be found on our website.
- The federation is committed to ensuring that flexi-schooling arrangements are considered fairly and without discrimination. Each application will be considered individually, taking into account the child's educational, social, emotional and safeguarding needs.
- We are committed to working in partnership with families to provide the best possible education for every child. However, if a request for flexi-schooling is declined, the decision of the Executive Headteacher is final.
- The Governing Body has reviewed and approved the federation's flexi-schooling policy. Please note that the Governing Body will not be involved in decisions regarding individual applications.

## **8. Review**

The Governing Body first adopted this policy in March 2025. It will be reviewed biennially as necessary.

The Children and Learning Committee are responsible for the review of this policy.

Date of last review: Summer 2026

Date for next review: Summer 2027



# **Newlands CofE School Federation**

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## **Flexi School Agreement**

### **Flexi-Schooling Home-School Agreement**

This agreement sets out the expectations and responsibilities of both The Newlands Federation and the parent/carers regarding the flexi-schooling arrangement.

#### **1. Purpose of the Agreement**

The aim of this agreement is to:

- Ensure clarity in the flexi-schooling arrangement.
- Define the roles and responsibilities of the school and the parents/carers.
- Support the child's education, wellbeing, and development both at school and at home.

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#### **2. Pupil Details**

|               |  |
|---------------|--|
| Name          |  |
| Date of Birth |  |
| Year Group    |  |

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#### **3. Flexi-Schooling Arrangement**

|                   | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|-------------------|---------------|----------------|------------------|-----------------|---------------|
| Morning Session   |               |                |                  |                 |               |
| Afternoon Session |               |                |                  |                 |               |

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#### **4. Attendance and Registration**

- The pupil will remain on roll at Newlands Federation as a full-time pupil.
- On days designated for home education, attendance will be marked as authorised absence ('C' code) in line with statutory guidance.

- Parents/carers are responsible for providing a suitable and efficient education on home-learning days.
  - Parents/carers must inform the school promptly if their child is unable to attend on scheduled school days.
  - Attendance will be monitored by the school in line with statutory requirements. Any concerns will be discussed with parents/carers promptly.
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## **5. Curriculum and Learning Responsibilities**

School Will:

- Deliver a structured and broad curriculum during in-school days, ensuring continuity in core subjects including English, Maths, and Science.
- Provide opportunities for pupils to participate in enrichment activities, school trips, and special events such as visitors and sports events. Attendance on such occasions will be discussed with parents in advance.
- Track and monitor the pupil's progress on school-based learning days.
- Maintain regular communication with parents/carers to support continuity and consistency in learning.

Parents/Carers Will:

- Provide a complementary home-learning experience that supports and extends school-based learning.
  - Ensure a suitable learning environment at home that meets health and safety requirements.
  - Communicate regularly with school staff regarding the pupil's progress and well-being.
  - Support the school in ensuring the pupil attends for agreed events such as assessments, school trips, or special visitors.
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## **6. Safeguarding and Well-Being**

- Safeguarding remains a shared responsibility between parents/carers and the school.
  - The school will maintain responsibility for safeguarding and pastoral care during in-school days, with pastoral support available to flexi-schooling pupils.
  - Parents/carers are responsible for the pupil's welfare and safeguarding on home-education days.
  - Any safeguarding concerns raised by the school will be addressed in accordance with the Federation's Safeguarding and Child Protection Policy.
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## **7. Review and Termination of Agreement**

- The flexi-schooling arrangement will be reviewed at least once per term to assess its effectiveness and suitability.
- A written agreement, signed by both the parents/carers and the school, will formalise the arrangement.
- Either party (parents/carers or school) may request a review or adjustment to the arrangement in response to the pupil's progress and needs.

- Changes to the arrangement will not ordinarily take place within the term of the agreement, unless agreed by both parties or in exceptional circumstances.
- The school reserves the right to withdraw the flexi-schooling arrangement if:
  - It is no longer in the best interests of the child's education or welfare.
  - Parents/carers do not comply with the requirements set out in this agreement or the Flexi-Schooling Policy.

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- For further details or to discuss a flexi-schooling arrangement, please contact the Executive Headteacher.
  - We are committed to working in partnership with families; however, if a request for flexi-schooling is declined, the decision of the Executive Headteacher is final.
  - The Governing Body has reviewed and approved the Federation's approach to flexi-schooling. The Governing Body will not be involved in decisions about individual arrangements.

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### **Signatures**

By signing this agreement, all parties confirm they understand and accept their responsibilities in this flexi-schooling arrangement.

|                            |  |
|----------------------------|--|
| Parent/Carer Name          |  |
| Signature                  |  |
| Date                       |  |
| Executive Headteacher Name |  |
| Signature                  |  |
| Date                       |  |
| Child's Name               |  |
| Signature                  |  |
| Date                       |  |