**ELECTIVE HOME EDUCATION DE-REGISTRATION PROOCESS FOR PUPILS ATTENDING SPECIAL SCHOOLS AND MAINSTREAM SCHOOL**

Is EHCP still required?

Parent writes to school requesting permission to de-register

School to contact LA (inc SEN) to discuss proposed arrangements with parents

NO

Does the child have an EHCP?

YES

Does the child attend a special school?

YES

YES NO

EHE Officer to email SEN regarding any concerns. Are proposals satisfactory to LA -SEN?

Parent does not have to follow the provision in school and does not need LA permission to de-register from school. Any concerns about suitability of home education provision are address in flow chart 1

If yes, LA grant permission to de-register. Common Transfer file uploaded to lost pupil database and school to refer to EHE

If no agreement can be reached LA refuse permission to de-register

Follow SEN EHCP annual review

SEN need to advise EHE Officer of next step

Please note parent could ask the Secretary of State to settle the dispute.

NO

YES

Cease EHCP after Annual Review

\* Maintain EHCP annual review