

Flexi-Schooling Policy

School's Own Policy	
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Change History

Version	Date	Description
1	April 2026	Document created using guidance from West Berkshire around Flexi-Schooling

Linked Policies	Home-School agreement Safeguarding policy Complaints policy
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Signatures:

Headteacher:



FRANCES BUCK

Chair of Governors:



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Flexi-Schooling Policy

1.0 Policy Statement and Rationale

1.1 Purpose of the policy

The purpose of this policy is to set out the principles, procedures, and expectations for flexi-schooling arrangements at Inkpen Primary School. Flexi-schooling is an arrangement where a child is registered at school but attends part-time, with the remainder of their education provided by parents or carers at home. This policy aims to ensure that all flexi-schooling arrangements are made in the best interests of the child, are consistent with statutory requirements, and uphold the school's commitment to safeguarding, inclusivity, and high-quality education for all pupils.

Inkpen Primary School recognises that, in certain circumstances, flexi-schooling can provide a positive and personalised approach to learning, supporting the wellbeing and development of individual pupils. The school is committed to working in partnership with families to explore flexi-schooling where it is appropriate, while ensuring that the needs of all pupils, the integrity of the school community, and statutory obligations are upheld.

1.2 Definition of Flexi-Schooling

Flexi-schooling is a formal long-term arrangement agreed between the school and the parent or carer. Under flexi-schooling, a pupil remains on the school roll and attends school for part of the week, whilst receiving education at home for the remainder.

Flexi-schooling is distinct from elective home education, where parents assume full responsibility for their child's education and the child is removed from the school role. It also differs from part-time attendance for statutory reasons, such as medical needs or phased reintegration, which are determined by the school or local authority in response to specific circumstances.

Flexi-schooling is not a parental right; it is granted at the discretion of the Headteacher, who must consider the best interests of the child, the impact on the school, and all safeguarding and curriculum requirements before making a decision.

The Headteacher has the discretion to agree to a flexi-schooling arrangement, but there is no automatic right for parents to demand such an

arrangement. All flexi-schooling arrangements must be supported by a written agreement, robust safeguarding measures, and regular review, in line with statutory duties and best practice.

2.0 Roles and Responsibilities

2.1 Governing Body

The Governing Body of Inkpen Primary School is responsible for approving this policy, overseeing its implementation, and ensuring it is reviewed in line with statutory requirements and school needs. Governors will monitor the effectiveness of flexi-schooling arrangements through regular reports from the Headteacher, including data on applications, outcomes, and the impact on pupils and the wider school community. The Governing Body will ensure that flexi-schooling arrangements are consistent with the school's ethos, safeguarding duties, and commitment to equality and inclusion.

2.2 Headteacher

The Headteacher is responsible for considering and determining all requests for flexi-schooling, ensuring that decisions are made in the best interests of the child and the school. The Headteacher will:

- Assess each application on its individual merits, taking into account the child's needs, academic progress, wellbeing, and safeguarding.
- Consult with relevant staff, parents, and external agencies as appropriate.
- Ensure that all flexi-schooling arrangements are supported by a formal written agreement and risk assessment.
- Maintain accurate attendance records and ensure compliance with statutory guidance.
- Oversee the regular review of flexi-schooling arrangements and report to the Governing Body.
- Ensure that all staff are aware of their responsibilities and receive appropriate training.

2.3 Staff

All teaching and support staff are expected to understand the principles and procedures of flexi-schooling and to support the effective implementation of this policy. Staff will:

- Deliver the National Curriculum to flexi-schooled pupils during their time in school.

- Monitor and record attendance accurately, using the correct attendance codes.
- Track the academic progress and wellbeing of flexi-schooled pupils, identifying and addressing any concerns.
- Participate in training on flexi-schooling, safeguarding, and attendance.
- Communicate effectively with parents, carers, and colleagues regarding flexi-schooling arrangements.

2.4 Parents/Carers

Parents and carers play a central role in flexi-schooling arrangements. They are responsible for:

- Submitting a formal, written request for flexi-schooling, outlining their rationale and proposed arrangements.
- Working in partnership with the school to develop and implement a suitable flexi-schooling plan.
- Providing education at home that complements the school curriculum and supports the child's learning and development.
- Ensuring the child attends school on the agreed days and adheres to the attendance pattern set out in the written agreement.
- Participating in regular reviews and maintaining open communication with the school.
- Informing the school promptly of any changes in circumstances that may affect the arrangement.

2.5 Local Authority

West Berkshire Council oversees school attendance, safeguarding, and the welfare of all children in its area. The school will notify the Local Authority of all flexi-schooling arrangements and will work in partnership with the LA to ensure compliance with attendance regulations, safeguarding duties, and the monitoring of pupil outcomes. The school will share information with the LA as required and will seek advice or support where necessary, particularly in cases involving safeguarding or additional needs.

3.0 Flexi-Schooling Arrangements

3.1 Application Process

Flexi-schooling will only be considered where it is in the best interests of the child and does not adversely affect the education or welfare of other pupils.

Requests must be made by a parent or carer with parental responsibility. All individuals with parental responsibility must agree.

Parents/carers wishing to request flexi-schooling must submit a written application to the Headteacher, outlining:

- The reasons for requesting flexi-schooling.
- The proposed pattern of attendance (days in school and at home).
- How education will be provided at home, including curriculum coverage and resources.
- Any additional information relevant to the child's needs or circumstances.

The school will provide a Flexi-Schooling Application Form (see Appendix 11.1) to support this process.

3.2 Decision-Making Process

Upon receiving a written application, the Headteacher will:

- Meet with the parents/carers to discuss the request in detail.
- Consult with relevant staff (e.g., class teacher, SENCO, Designated Safeguarding Lead) and, where appropriate, external agencies.
- Consider the child's academic progress, attendance history, wellbeing, and any additional needs.
- Assess the potential impact on the child, other pupils, and the school as a whole.
- Consider the parents' ability to provide a suitable education at home
- Conduct a risk assessment, focusing on safeguarding, curriculum access, and the practicalities of the arrangement.
- Consider the views of the child, where appropriate, in line with their age and understanding.

The Headteacher will make a decision based on the best interests of the child and the school, and will communicate the outcome in writing to the parents/carers. If the request is declined, the reasons will be clearly explained. Parents should consider that:

- There is **no automatic right** to flexi-schooling.
- The decision rests **entirely with the Headteacher**.
- There is **no formal right of appeal**, though complaints may follow the school's complaints procedure.

3.3 Written Agreement

All approved flexi-schooling arrangements must be supported by a formal written agreement between the school and the parents/carers (see Appendix 11.2). The agreement will set out:

- The agreed pattern of attendance (days in school and at home).
- The responsibilities of the school and the parents/carers.
- Arrangements for curriculum coverage, assessment, and reporting both in school and at home.
- Safeguarding and welfare measures, including risk assessment outcomes.
- Arrangements for communication and review.
- Arrangements for regular home visits to monitor the education taking place at home
- The process for amending, renewing, or terminating the arrangement.

Both the Headteacher and the parents/carers must sign the agreement before the arrangement begins.

3.4 Duration and Review of Arrangements

Flexi-schooling arrangements will normally be agreed for a fixed period, not exceeding one academic year, and will be subject to at least annual review. Interim reviews may be scheduled as required, particularly if there are concerns about the child's progress, attendance, or welfare. At each review, the school and parents/carers will consider:

- The child's academic progress and wellbeing.
- The effectiveness of the arrangement in meeting the child's needs.
- Any changes in circumstances or concerns.
- Whether the arrangement should continue, be amended, or be terminated.

The school reserves the right to amend or terminate a flexi-schooling arrangement at any time if it is no longer in the best interests of the child or the school, or if statutory requirements are not being met. Any changes will be discussed with parents/carers and confirmed in writing.

4.0 Implementation

4.1 Individual Flexi Schooling Plan

Each pupil on a flexi schooling arrangement will have an individualised plan (see Appendix 12.3), detailing the following:

- curriculum coverage and division of educational responsibilities
- communication and planning arrangements
- record keeping expectations for home education

- learning objectives
- assessment arrangements
- safeguarding measures
- review dates
- timetables detailing time in school and time at home
- conditions for termination

The plan will be developed collaboratively by the school and parents, ensuring alignment with the 2014 National Curriculum and the pupil's needs. The plan will specify which subjects are delivered at school and which are delivered at home, with clear expectations for progression and reporting.

4.2 Attendance and Registration

Children on a Flexi-schooling agreement remain on the school roll at all times and their attendance remains the responsibility of the school. Attendance will be recorded in accordance with DfE guidance, using the appropriate codes.

Registers will be marked accurately and promptly, with procedures in place for reporting absences and monitoring attendance patterns. The school will provide parents with guidance on attendance coding and ensure compliance with statutory requirements.

4.3 Curriculum entitlement and delivery

Whilst in school, the school will ensure that all pupils on flexi schooling arrangements have access to the full National Curriculum, including core subjects (English, mathematics, science) and foundation subjects. At home, parents are responsible for continuing this curriculum in line with the flexi schooling agreement.

Clear expectations of coverage, progression and assessment will be outlined in the flexi schooling agreement, including assessment arrangements at home. The school will provide parents with a clear outline of what will be covered in school and parents will be asked how they intend to support this coverage at home.

The school will provide support and resources to parents where appropriate, and will monitor pupil progress through regular reviews and reporting.

Children on a flexi school agreement will still be expected to sit statutory tests and exams including:

- EYFS assessment at the end of Reception
- Year 1 Phonics screening check
- Year 2 Phonics screening check (if pass mark was not achieved in Year 1)

- Year 4 Multiplication Times Table Check
- Year 6 SATs

Curriculum arrangements, both at home and at school, will include preparation for these tests. This will be set out in the flexi schooling agreement.

4.4 Safeguarding and welfare

Safeguarding is paramount in all flexi schooling arrangements. The school will conduct a risk assessment for each arrangement (see Appendix 12.4), ensuring that welfare checks, information sharing, and safeguarding procedures are robust and regularly reviewed. The school will maintain regular contact with parents and pupils through home visits and telephone calls. School will then liaise with the local authority and other agencies where concerns arise.

All flexi schooling arrangements will be subject to ongoing safeguarding monitoring, in line with KCSIE and school policies. Where the school feels that there are safeguarding concerns, this may result in immediate termination of the flexi schooling contract and pupils will be expected to attend school on a full-time basis.

5.0 Monitoring, Review and Termination

5.1 Regular review of arrangements

Flexi schooling arrangements will be reviewed regularly, at least termly, to ensure ongoing suitability and compliance with statutory requirements. Reviews will consider pupil progress, attendance, safeguarding, and curriculum coverage, and may involve meetings with parents, pupils, and relevant staff. Arrangements may be amended or terminated where they are no longer suitable or where concerns arise.

5.2 Monitoring Pupil Progress and Wellbeing

The school will monitor pupil progress through regular assessment, reporting, and review meetings. Wellbeing will be monitored through welfare checks, pastoral support, and communication with parents. The school will provide feedback to parents on pupil progress and will address any concerns promptly and supportively. Parents will be asked to contribute to this discussion by sharing their experiences of home learning and the progress they feel their child is making whilst at home.

5.3 Termination or Withdrawal of Arrangements

Flexi schooling arrangements may be terminated by the school or parents, subject to notice periods specified in the written agreement.

Grounds for termination include concerns about:

- safeguarding
- curriculum coverage
- progress
- attendance
- suitability

The school will provide support for transition back to full-time attendance, including reintegration planning and pastoral support.

5.4 Dispute Resolution

Where disagreements arise, the school will seek to resolve issues through dialogue and mediation. Where concerns cannot be resolved through this process, parents will be invited to follow the complaints procedure which can be found on the school website. The school will ensure that disputes are managed fairly, transparently, and in accordance with statutory guidance.

6.0 Data Protection and Confidentiality

6.1 Data Handling and Record-Keeping


The school will securely store and process all flexi schooling records in accordance with GDPR and school data protection policies. Records will include applications, agreements, individual plans, risk assessments, attendance registers, and correspondence. Access to records will be restricted to authorised staff, and data will be retained and disposed of in accordance with statutory requirements.

6.2 Confidentiality


Confidentiality will be maintained for all pupils and families involved in flexi schooling arrangements. Information will only be shared with relevant staff, agencies, or authorities where necessary for safeguarding, welfare, or compliance purposes. The school will ensure that all staff understand their responsibilities regarding confidentiality and data protection.

7.0 Appendices


7.1 Flexi Schooling application form

 Inkpen Primary School <i>Aiming high</i>	
Flexi Schooling application form	
Pupil name:	Year group:
Parent/Carer name(s):	
Reason for request:	
Proposed arrangements (what days/times would you like your child to be educated in school/at home?):	
Additional support needs:	
Signature of parent: Date:	

7.2 Flexi Schooling agreement

 <p>Inkpen Primary School <i>Aiming high</i></p>	
Flexi Schooling Agreement	
Pupil name:	Year group:
Parent/Carer name(s):	
School representatives:	
Arrangement details (days and times)	
Curriculum coverage in school:	Curriculum coverage at home:
Safeguarding arrangements:	
Attendance coding:	
Review dates:	
Termination procedures:	
Signature of parent:	Signature of Headteacher :
Date:	Date:

7.2 Individual Flexi Schooling plan

 <p>Inkpen Primary School <i>Aiming high</i></p>	
Flexi Schooling Plan	
Pupil name:	Year group:
Parent/Carer name(s):	
School representatives:	
Term:	
Learning objectives:	
Curriculum coverage in school:	Curriculum coverage at home:
Assessment arrangements:	
Safeguarding measures:	
Review dates:	
Additional support required:	
Signature of parent:	Signature of Headteacher :
Date:	Date:

