Usual letter head

Date:

Our Ref: Flexi-schooling agreement

Dear

Following your recent request for flexi-schooling, the school has contacted the Education Welfare Service to seek advice and ensure that any agreements are in the best interests of (name of child/young person). Taking account of your feelings expressed in regard to list parent’s concerns about child and awaiting the advice of other professionals working with (delete if not relevant), we have decided to approve a fixed period of flexi-schooling in order to …….(Insert list, e.g. alleviate the pressures being seen at home etc. Amend for individual circumstances).

Taking the advice of the Education Welfare Service, we have produced the following home-school agreement in order to ensure clarity of expectations. Where reviews of the arrangement are referred to, these will take place at an in school meeting (or other arrangements) and we will advise you of the arrangements for each review in advance.

**Home-school agreement**

This agreement outlines what child/young person will be doing for each of the 10 sessions per week, precisely where s/he is expected to be and in whose care. For each session where child/young person will be at home, either of you will need to sign (name of child/young person) out from school. All sessions at home will be recorded as authorised absences. A suggested timetable follows: (amend as per agreement with parents)

| Each week | Morning  | Afternoon |
| --- | --- | --- |
| Monday | School | Home |
| Tuesday | School | School |
| Wednesday | School | Home |
| Thursday | School | School |
| Friday | School | Home |

**Parent/s**

Following our request for a temporary flexi schooling arrangement, I/we have agreed with school that (name of child/young person) will attend school according to the following pattern outlined above.

Activities to be undertaken at home will include: ------------------------------------------------------------

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This arrangement will commence on (date inserted here) and be reviewed regularly and fully after (X number of weeks e.g.6 weeks)from commencement date.

I/We fully understand the agreement being entered into and take full responsibility for (name of child/young person’s) education, safety and welfare during the sessions out of school. I/We understand that this is a short-term arrangement, aimed at supporting (name of child/young person), with the expected outcome being for (name of child/young person) to return to full-time provision in school (date inserted here).

I/We will work with the school to maintain regular contact in order to share progress. This progress will be referred to when reviewing the flexi-schooling agreement.

I/We understand that the school will continue to monitor in school progress, attendance, behaviour and the effectiveness of any intervention programmes in line with the existing procedures and learning objectives for pupils in (Year Group inserted here).

I/We understand that this arrangement may be changed or terminated at any point by the school should the educational or emotional wellbeing of (name of child/young person) be a concern. If the flexi-schooling agreement is withdrawn at any point, (name of child/young person) will be required to attend school on a full-time basis and we understand that the school will confirm this in writing should this become the case.

Agreed and Signed by Parent/Carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed and Signed by Parent/Carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed and signed by Headteacher / Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Attendance, behaviour and welfare (leicester.gov.uk)](https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/attendance-behaviour-and-welfare/)