

THE CHILD **SAFEGUARDING**
PRACTICE REVIEW PANEL

Elective Home Education Leavers Checklist

Kent Safeguarding Children Multi-Agency
Partnership

Sample resource

June 2026

Sample resources

The Panel has invited safeguarding partners to submit locally developed resources which support effective multi-agency working.

These sample resources have been selected where we believe they could help other safeguarding partners with challenges we know are present across the country. Locally developed tools and resources should support, not replace, statutory guidance and professional judgement.

You may wish to use this resource in your own practice, to support the development of something similar, or make updates and changes to existing resources and processes in your local area.

Kent Safeguarding Children Multi-Agency Partnership: Elective Home Education Leavers Checklist

This resource was developed by a school in Kent to support school staff with each step of the Elective Home Education (EHE) deregistration process, including where there are safeguarding concerns about a child. It includes:

- a checklist where professionals can record the date of each step of a child's deregistration from school. This includes contacts with the Designated Safeguarding Lead (DSL), Kent County Council (KCC) and Imago (a local charity which supports Young Carers). The checklist also references key documents including locally developed guidance for parents who are choosing to home educate.
- a flowchart which outlines the deregistration process, including actions (such as a home visit) which may be taken if there are any identified risks to the child.
- a home visit record which allows a practitioner to record findings from a home visit for a child who is being home educated. This includes observations of the home environment, any concerns including safeguarding or educational concerns, and a prompt to record advice or support given to the family.

EHE Leavers Checklist

Name of student:

Year Group:

Date of leaving:

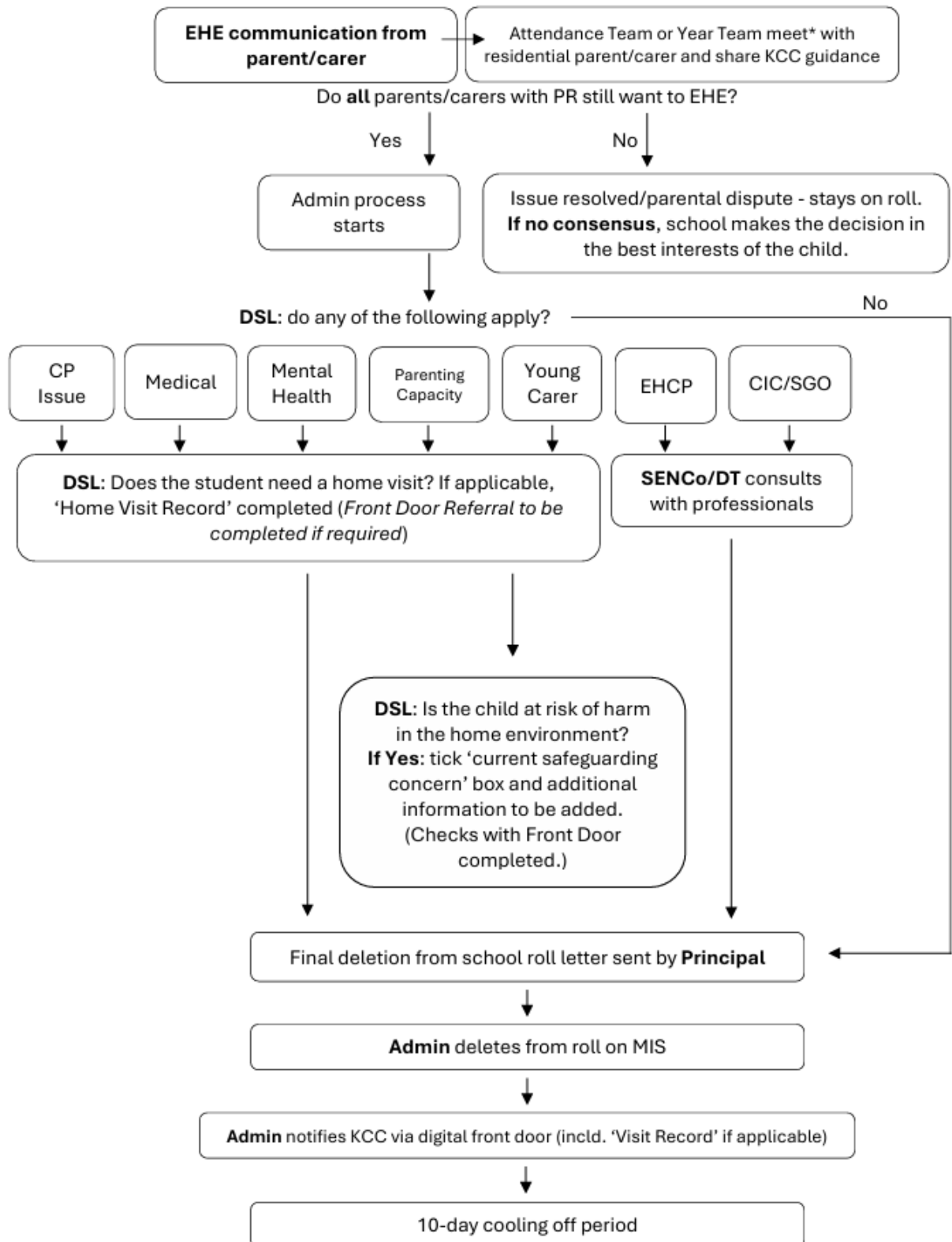
Date removed on MIS:

How and who notified the school?

| | | DATE |
|----|--|------|
| 1 | Parent/carer letter/email received (to include mention of home education) | |
| 2 | EHE guidance from KCC shared with residential parent/carer | |
| 3 | Safeguarding check via email to relevant staff | |
| 4 | Email from pastoral team confirming child's school file has been re-read | |
| 5 | Email from pastoral team confirming both parents are aware/agree (in the event of a disagreement process is put on hold – ask DSL) | |
| 6 | Home visit arranged (DSL decision) - aim: learn more about the 'child's lived experience' | |
| 7 | If Young Carer, DSL to inform Imago and discuss | |
| 8 | DSL to contact Front Door to make enquires about safeguarding history | |
| 9 | EHE KCC Survey completed by Senior Pastoral Leader | |
| 10 | Paperwork shown and approved by DSL | |
| | | |
| 11 | Acknowledgement letter signed by Principal (to be shown full EHE pack to QA) then scanned and emailed to parent/carer along with 'KCC EHE Information for Parents and Carers' handout | |
| 12 | Notify KCC of deletion from roll via Digital Front Door | |
| 13 | Check exam entries with Exams Officer | |
| 14 | Check to see if FSM and inform relevant staff <i>if applicable</i> | |
| 15 | Delete from school roll on MIS | |
| 16 | Update Excel doc. (starters/leavers) | |
| 17 | Inform all staff via weekly bulletin | |
| 18 | End of term: <ul style="list-style-type: none"> • Inform Connexions • Inform School Nurses | |

Record of historical classwork received and date sent to parent/carer:

Elective Home Education (EHE) De-registration Process



*This should meet the needs for the parent/carer, i.e. home visit, phone call, Teams Meeting or in-person meeting.

Home Visit Record

| | |
|---|---------------------|
| Student: | Parent/Carer: |
| Date of visit: | Address: |
| Time of arrival: | Time of leaving: |
| Student Attendance % | Reason/s for visit: |
| Observations (Please give a clutter score 1-9 for key areas of property - KMSAB Clutter Scale Images): | Concerns: |
| Advice/support offered/given: | Response: |
| Action Plan/Follow up: | |