Flexi-Schooling Policy

Hampton College

Policy last reviewed:	**September 2026**
Next review due:	**September 2027**
Ratified by:	**Local Governing Body**

What is Flexi-Schooling?

Flexi-schooling is an arrangement where, following a formal request from parents and with the approval of the school, a child spends some part of the week attending school and the rest of it being educated at home. Combining schooling and non-schooling education in any ratio is perfectly legal, provided that the outcome is the provision of suitable full-time education for the child, and the school must satisfy itself that this is so.

We believe that full-time education within a school environment is usually the best option for all children and young people to achieve and attain to their full potential – this is also the option most parents choose. Hampton College recognises, however, that parents may choose other ways for their child to engage in effective, full-time and suitable education. One way could be for them to request for a school to agree a flexi-schooling arrangement.

Flexi-schooling should not be confused with access to a reduced timetable or elective home education (EHE). In the case of a reduced timetable the school remains responsible for the educational provision and may propose a reduced timetable for a limited period of time, with the agreement of the parent. In the case of home education, parents/carers have a legal right to choose to home educate their child but do not have a legal right to insist on a flexi-schooling arrangement being agreed by any school.

The legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children's Wellbeing and Schools Act 2026
- The Education Act 1996
- DfE (Updated 2024) 'Elective home education'
- DfE (Updated 2026) 'Working together to improve school attendance'
- DfE (2026) 'Keeping children safe in education 2026'

This policy operates in conjunction with the following school policies:

- SEND Policy
- Attendance and Absence Policy
- Child Protection and Safeguarding Policy

Making a request for flexi-schooling

Arrangements for flexi-schooling can only be made at the request of a parent or carer with parental responsibility. This request must emanate from the parent/carer, it is not for a Head of School, a member of school staff or an officer of the Local Authority to suggest or encourage a family to undertake flexi-schooling.

Whilst a parent/carer may request that their child is flexi-schooled it is entirely at the Head of School's discretion, acting with the authority of the governing body, as to whether or not the school is prepared to agree to a flexi-schooling arrangement.

If a parent/carer is interested in making a request for a flexi-schooling arrangement, contact should be made directly, and in writing, to the Head of School so that the proposal may be considered.

The responsibility for the flexi-school arrangement lies between Hampton College and the parent. Hampton College will work with parents to plan how the arrangement will work and address any issues which arise.

Basis for requests for flexi-schooling:

Hampton College is not obliged to accept flexi-school arrangements if requested by a parent. All requests will be considered by the Head of School on their own merits. The Head of School should take into account the best interests of the child; their educational progress and achievement; their safety and well-being; together with the likely impact on the wider school community.

Examples of where requests might be made include:

- for talented young sportspersons so they can benefit from elite coaching and training;
- for students who are gifted in other areas so that they can benefit from expert tuition;
- *for students who have an EHCP and for whom it has been recognised that a full-time timetable would not be appropriate;*
- for students with documented medical or mental health needs, where a long-term flexible approach supports the pupil's continued engagement with education

When deciding whether to agree to a flexi-schooling arrangement, the Head of School will consider the following:

- safeguarding and welfare of the child is of paramount importance. No agreement should be reached if there are concerns that a flexi-school arrangement might put the child at risk of harm while not attending at Hampton College.
- flexi-schooling is unlikely to succeed if the reasons for choosing it are negative and the choice is motivated by the desire to avoid difficulties around certain

subjects, teachers, peers, aspects of the school's discipline or attendance itself.

- the wishes and feelings of the child.
- the potential impact on the child's ability to maintain strong relationships with peers and staff due to their reduced attendance at school.
- current and anticipated level of educational attainment, achievement and progress of the individual pupil and the arrangements for monitoring the learning and progress of the individual pupil.
- whether the arrangements being sought can be made outside of normal school hours.
- the appropriateness of the education proposed by the parent away from the school, the impact on the child's access to the school curriculum and the possible fragmentation of the learning experience.
- whether the flexi-schooling education provided at home and that provided at school together constitutes a full-time education provision as required.
- if arrangements are agreed, Hampton College will retain the responsibility for the child's progress and any absences incurred because of the decision to participate in a flexi-schooling arrangement.
- the effect on the wider school community.

Students with an EHCP

To secure compliance in process, a review of the EHC plan must be undertaken so that clear information on needs, proposed adjustments to provision and the anticipated benefits of flexi-schooling arrangements can be set out and considered by the Local Authority. When Flexi-schooling is agreed it will be the responsibility of the Local Authority to amend the EHC Plan. The duty to review a child's statement of Special Educational Needs or Education, Health and Care plan on an annual basis, or sooner if appropriate, still applies.

Formulating a flexi-schooling agreement

A written and signed Flexi school checklist and agreement will be formulated between Hampton College and the parent, this will help the Head of School in making a decision regarding any request. The checklist/ agreement will make expectations clear for all concerned providing clarity behind the request (Appendix B). A copy will additionally be sent to parents and a copy retained on the pupil's school file.

Following discussion and if the request has been approved by the Head of School, the school/ parents will draw up a flexi-schooling agreement (Appendix C).

Attendance:

DfE guidance is clear that if a school approves a flexi-schooling arrangement for one of its students, "time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as 'approved off-site activity' as the school has no supervisory role in the child's education at such times and also has no responsibility for the welfare of the child while he or she is at home."

This means that code C will be used for those times it has been agreed that the child will be educated at home.

When an absence occurs on days when the child is due to attend, we will follow up the absence and code these absences in the usual way in line with the school's attendance policy.

Review of flexi-schooling arrangements

Hampton College will keep any flexi-schooling arrangement under regular review with the parent and take account of the child's views in order to identify any issues at the earliest opportunity. Review meetings will take place on a half-termly basis, or sooner.

If it appears that parents are not providing a suitable education as agreed or if the student is not attending school at the agreed times, Hampton College will ask the parent/carer to address this. If the parent/carer declines to do so or the school is still concerned about the education being provided at home, the school may withdraw its agreement to the flexi-schooling arrangement. The student would then be required to attend at school on a full-time basis.

If a student fails to return to full-time attendance the school should leave the absence unauthorised and follow their usual procedures for following up absences.

Right of appeal

There is no right to appeal against the decision of the Head of School not to agree to a flexi-schooling request or if the decision is made to cease an individual child's flexi-schooling arrangement.

Notifying the Local Authority

Hampton College will notify the Local Authority about any student for whom a flexi-school agreement has been agreed.

A student who is subject to a flexi-schooling agreement is considered to be:

a student registered at a relevant school falling within subsection (7)(d) but attends that school on a part-time basis, and is not also a registered pupil or a student registered at a different relevant school.

Children's Wellbeing and Schools Act 2026

Parents/carers are also responsible for informing the Local Authority their child is eligible to be registered as a child not in school.

Monitoring

The Head of Secondary and Primary Phases will keep the local governing body informed of students for whom a flexi-schooling arrangement has been agreed, reporting on attendance and progress.

This policy will be reviewed by the local governing body on an annual basis.

APPROVED BY GOVERNORS:

…….	…….	…….
SIGNATURE	NAME	DATE

Appendix A – Flexi-schooling flow chart / process

Flex-schooling process

Parents contact the Head of School to discuss / make arrangements for flexi-schooling; Head of School meets with parents following request (optional)

Parents to request flexi-schooling request formally in writing to the Head of School.
Meeting with Head of School

Head of School / parent meeting to consider key questions outlined within flexi-schooling request (checklist) to make an informed decision.
Identification of the monitoring and review arrangements if the flexi-schooling request is agreed.

Yes	**No**
Using information obtained, Head of School agrees in principle at this stage.	Using information obtained, Head of School turns down the request and formally notifies the parents in writing

Head of school / parents draw up and sign the flexi-school arrangement. Agreement identifies: Timetable – home/school days Plans for assessment Planned length of agreement Date of first review Copy to be signed by Head of School, parents and student.	End of process No right of appeal for parents

School sends a copy of the agreement to the Local Authority

Ending the flexi-schooling agreement

Parent is able to end the agreement at any stage; the date will be agreed by the Head of School

Ending the flexi-schooling agreement

The Head of School may end the agreement and will notify the parents in writing if such a decision is reached.

Appendix B: Flexi-schooling request: checklist and agreement

Flexi-schooling request: checklist and agreement	
Name of Student	
Date of Birth	
UPN	
Year group	
Tutor group	
Date when request first made by parents / carers	
Explanation of request, details of the proposed arrangements, reasons behind the request. Are these reasons appropriate?	Details: Yes / No
Has the request been confirmed in writing by the parents?	Yes / No Date:
Is the school able to accommodate any aspects of the request within the parameters of full-time schooling?	Details: Yes/No
If approved, is it likely that the request would impose additional workload on members of staff? What is the nature of the workload?	Yes / No Details:
Is the proposed programme educational and appropriate? Have the parents produced any documentary evidence to support the request (letters from sports institutions / performance centres)	Yes / No Details:
Discussion of expected academic progress and the potential impact of the flexi-schooling arrangement on this progress.	Yes / No Details:
Discussion of aspects of the curriculum that will be missed under the proposed programme: curriculum / exams / coursework?	Yes / No Details:
Proposed arrangements for monitoring and review.	Timescales: Date of initial review:
Have parents been made aware that they and the school have the right to withdraw the agreement. There is no right of appeal.	Yes / No
Discussion that LA need to be informed	Yes / No

Appendix C: Flexi-schooling agreement

It is agreed that:

- The attendance pattern identified via the flexi-schooling agreement is fixed and will only be changed by agreement with both parents and the Head of School.
- The school will allow the pupil to special events which take place on the agreed non-school days/ times in consultation with the class teacher, Head of House or member of SLT.
- Parents will have the same access to records, reports and opportunities to meet with teachers as the other young people who attend school on a full-time basis e.g. parents' evenings, school reports
- The school and parents will inform the Local Authority of the arrangement.
- This arrangement may be terminated by the parent during the academic year. However, the date must be agreed with the Head of School in advance
- The Head of School retains the right to inform parents if they believe that the arrangement is detrimental to the progress of the child or if the agreement is not being adhered to. If necessary, the flexi-schooling arrangement will be stopped. There is no right of appeal.

Flexi-schooling Agreement			
Name of Student			
Date of Birth			
UPN			
Year group			
Tutor group			
Proposed Timetable:	Day	AM	PM
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Dates of agreement	**From:** **To:**		
The date of the first formal review is:	Date: Time: Venue: Review lead:		

- I/ we fully understand the contract which I/ we have entered into with the school and agree to uphold the criteria which are outlined
- I/ we wish my/ our child named above to attend the school named in accordance with the flexi schooling agreement

Head of School signature:

Date:

Parent / Carer signature:

Date:

Student signature:

Date: