

## **Guidance on the EHE Process**

EHE Advisor to work closely with parents, schools, multi-agencies and LA Inclusion & Safeguarding.

EHE Advisor to update EHE database at least weekly. Request previous school LA withdrawal form to gather relevant information add new EHE pupils to database as B1.

EHE Advisor check Liquid Logic/ One collate information add relevant details to database. Add all new EHE to monitoring meeting agenda for further multiagency checks. CP or CIN pupils recorded request details from SG Officer.



Business support to generate letter 1 as requested EHE Advisor.

No response within 10 working days

Response from parent



### **EHE Advisor to Text/Call**

Response received from Parent agreeing to a meeting/ home visit, follow the green plan process.

f no response in 10 working days

Business support to generate letter 2 as requested EHE Advisor.



# Multiagency unannounced visit

Arrange initial meeting/ home visit follow green plan process.

If no response received to the letter 3 within 10 working days. Add to Monitoring Multiagency meeting.
EHE Advisor to diarise joint unannounced home visit with either SG officer or GRT lead



#### **Home Visit**

If response analyse planrespond to parent within ten days with either.

**B2** Recorded on EHE database.

Improvements needed with agreed appropriate time scale for further submission.

Acceptance – Evidence of Suitable Education

C1 Recorded on EHE data base.



### Unannounced – letterbox drop

Response received from Parent diarise meeting/home visit, follow the green plan process. Or card left.

If no response in 10 working days.

Business support to generate letter

3 as requested FHE Advisor

If response analyse plan/ educatior - respond to parent within 10 days with either.

B2 Recorded on EHE database.

Improvements needed with agreed appropriate time scale for further submission.

Final submission - Evidence of Suitable Education

C1 Recorded on EHE data base.





After two attempted joint visits with no response.

Business support will generate Notice of Intent Letter 4 on request of EHE Advisor

After 15 working days with no response.



Education Act 1996 will be followed.

School Attendance Order will be generated and sent. Letter 5

Parents will be given 15 days to either:

Submit school application

Or LA will proceed to prosecution.



Produce Report- copy to parents, copy to pupil folder, update database with future visit date. Update all data sets.

