Deregistration Process for Elective Home Education (DCC)

Parental Notification

Parent notifies school in writing that they wish to EHE and remove the child from the school's roll.

PARENTAL LEGAL DUTY



School to hold exit meeting with family / EHCP review BEST PRACTICE

Complete Deregistration form

Person with authority (i.e. Headteacher, Dept. Head teacher, DSL, SENCo) to sign the Deregistration form to state the information provided is accurate and up-to-date.

SCHOOL LEGAL DUTY

Return forms to the EHE team at Derbyshire County Council (DCC) within 5 working days of notification

Including: deregistration form*, copy of parental notification letter, reports SEN info (including SEMH), tracking, attendance, etc.

Information can be returned to **cs.ehe@derbyshire.gov.uk** (password protected) or via secure platforms

*Please note - ensure the deregistration form is fully completed before returning this to the EHE team. We cannot process incomplete forms and the child will therefore remain on school roll until we receive all information.

Acknowledgment

County Council to issue receipt of acknowledgment of deregistration form to school within 5 working days. The child will be allocated to an EHE advisor and make initial contact with family.

If you have any enquiries or need advice regarding any of your pupils, please email cs.ehe@derbyshire.gov.uk or call 01629 533720

Day

Days 1-5

Day

Days 5-10