

# Children and Young People's Services

Executive Director CYPS: Nick Hudson

The Parent/Guardian of:

**Our reference:** JB  
**Your reference:**  
**Please ask for:** Joanne Berry  
**Extension:** 86146  
**Direct line:** 01942 486146  
**Date:**

Dear Parent/Guardian

## **Elective Home Education – (Childs Name) , D.O.B.**

Thank you for your enquiry stating your intention to educate your son/daughter, (child's Christian name) at home.

We enclose a copy of our Elective Home Education Proposal Form, which we would request that you complete and return. You are asked for outline proposals about the content of the education your child will receive, together with some details of how education will be presented to (child's Christian name).

There are many different ways in which you may decide to provide a suitable education for your child and there are also a number of ways that you may choose to tell us about it. If you prefer to use an alternative method to provide the Local Authority with this information then please contact Joanne Berry on the above telephone number.

We also enclose a copy of our Guidance Notes for Parents which we hope will be useful. It explains the policy of Wigan along with its responsibilities and addresses some of the questions parents often ask about home education. Alternatively, this information is available on Wigan Council's website [www.wigan.gov.uk](http://www.wigan.gov.uk).

If you need to speak to someone or need any advice before returning this form, please do not hesitate to contact us on the above telephone number.

If your arrangements have changed and you do not wish to continue with this course of action, please let me know.

Yours sincerely,

Joanne Berry  
Senior Officer, Pupil Referral Service

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Please address all communications to the Director of Children and Young Peoples Services,  
for the attention of Joanne Berry  
Progress House, Westwood Park Drive, Wigan WN3 4HH  
Telephone: 01942 486146 Fax: 01942 486216  
Web site: [www.wiganmbc.gov.uk](http://www.wiganmbc.gov.uk) E-mail: [education@wigan.gov.uk](mailto:education@wigan.gov.uk)