

Children and Young People's Services

Executive Director CYPS: Nick Hudson

Parent/Guardian of

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

Dear Parent/Guardian

Elective Home Education – Child's Name & D.O.B.

Further to you indicating that you intended to educate (child's Christian name) at home, an information pack and proposal form were sent to you on (date sent). We have enquired with (school last attended) and have been informed that (child's Christian name) is no longer attending school. According to our records, we have not received any further information from you concerning the education being provided for (child's Christian name).

Wigan Local Authority allow for a three month settling in period to give you an opportunity to adjust to home education. We therefore request that you provide evidence of the education (child's Christian name) is currently receiving. This can be accomplished by:

- An appointment with a Monitoring Officer
- Providing samples of completed work
- A written report specifying the education Adam is receiving and detailing his progress
- A combination of the above

Please contact us to indicate your preferred method of providing evidence. If we do not receive any information within 15 days of receipt of this letter i.e. (15 days from date of letter), we will arrange for a representative of the Education Welfare Service to contact you to make further enquiries.

Yours sincerely

Joanne Berry
Senior Officer, Pupil Referral Services

Please address all communications to the Director of Children and Young Peoples Services,
for the attention of Joanne Foster.

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