

The PLACE Programme

Informing your Local Authority if you live outside of Bedford Borough

Model Letter

The PLACE Programme is a Bedford Local Authority commissioned support service for elective home educating families, managed by Biddenham International School and Sports College.

If you live outside of Bedford Borough, to be eligible for the scheme you need to inform your Local Authority that from a certain date you will be (or have been) home educating your children with support from the PLACE Programme. This is both to let your local authority know your intentions and so that there is no confusion in anyone's mind about the educational status of your children. You should hand a copy of your letter - once completed - to the Scheme Manager, June McDonald. **Your Application to join the scheme cannot be progressed until this has been done.** A model letter is given below.

Model Letter to a Local Authority

Own Address

Local Authority Address

Date

Dear

I am writing to inform you that as from (date) my child(ren):

.....

.....

.....

will be home educated.

(or if you have been home educating for some time, the above should read 'have been home educated'.)

We will be supported in this by the PLACE Programme, a Bedford Local Authority commissioned support service for elective home educating families managed by Biddenham International School and Sports College.

Yours sincerely

Name

The addresses, telephone numbers and websites of the local authorities you need to write to are shown below. If you are not clear which local authority you belong to, type '**find your local authority**' into Google', and it will take you to the 'Directgov' website. Then simply add your postcode and it will tell you.

Elective Home Education information

The Elective Home Education Team
Cambridge County Council
CYPS Box No CC1103
Castle Court, Shire Hall
Castle Hill
Cambridge
CB3 0AP

Tel: 01223 703542

http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/325/education_your_rights_and_responsibilities/5

Martin Smith
Access and Inclusion Manager
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands
Shefford Bedfordshire
SG17 5TQ

Tel: 0300 300 6995

Martin.smith@centralbedfordshire.gov.uk

<http://www.centralbedfordshire.gov.uk/learning/schools/pupil-support/elective-home-education.aspx>

Elective Home Education Team
Hertfordshire Council
County Hall
Pegs Lane
Hertford
SG13 5DP

Tel: 0300 123 4043

<http://www.hertsdirect.org/services/edlearn/schlfe/outside/home/>

Education Welfare Service
Luton Council
Luton Town Hall
George Street
Luton
Bedford
LU1 2BQ

01582 546000

Home Education Team
Milton Keynes Council
Saxon Court, 502 Avebury Boulevard
Central Milton Keynes
MK9 3HS

Tel: 01908 258035

homeed@milton-keynes.gov.uk

<http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-schools/schools-area/home-education>

EHE Admin – Educational Entitlement Team
Northamptonshire Council
Old Goal Block, County Hall
Northampton
NN1 6HP

Tel: 0300 126 1000

<http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/parents/attend/pages/educating-your-child-from-home.aspx>