

## 56303 Home Education Withdrawal Process

I am writing to request the following information regarding the process for home education.

### Designated Official's Contact Details

In accordance with Section 5.2 of the statutory Home Education Guidance (January 2025), which requires local authorities to provide details for 'the official with responsibility for home education', please provide the following personal details for this specific individual:

- Their Full Name.
- Their Full Job Title.
- Their direct individual email address and direct-dial telephone number, if these exist and are used for public contact.

Arran Finlay - Senior Education Officer - [arran.finlay@edinburgh.gov.uk](mailto:arran.finlay@edinburgh.gov.uk)

### Generic and Formal Contact Details

Please provide the official, generic contact details that home-educating families should use for all formal and ongoing correspondence. This should include:

- The generic team email address for submitting information and inquiries.
- The main telephone number for the home education service.
- The full postal address for sending formal notifications, including withdrawal letters under Section 30 of the Education (Scotland) Act 1980.

If these details are identical to the direct details of the official requested in point 1, please explicitly state this.

Education Enquiries [Education.enquiries@edinburgh.gov.uk](mailto:Education.enquiries@edinburgh.gov.uk)

We do not have a dedicated telephone number.

Since 2020 we have moved, wherever possible, to a paperless process, as part of our sustainability work.

Finally, please confirm if these generic contact details have changed within the last five years and, if so, the date of the most recent update.

Arran Finlay has been the contact since 2018. The Education Enquiries mailbox was introduced more recently.

### Required/Advised Information

Please detail any specific information or documents that parents are required or advised to include in their initial notification letter/email to ensure it is processed efficiently (e.g., child's full name, date of birth, current school, proposed start date of home education).

Parents are requested to complete a registration form, which asks for

- Child's First Name
- Child's Surname
- Date of Birth
- Home Address
- Post Code
- Telephone No.
- E-mail Address
- Current School
- Current Class/Stage
- Brief description of reason for request to educate child at home (Optional)
- Home or Flexi? If Flexi, which days will parents be home educating?
- Date of discussion with school's Headteacher or Depute
- With whom did you agree this arrangement?
- Does your child have any additional support needs?
- If YES, please give brief details.
- Outline of proposed educational provision
- Child/Young Person's View
- Signature and Date
- Relationship to the Child

#### Local Authority Guidance

Does your local authority publish its own specific guidance document or policy for parents considering or undertaking home education?

If so, please provide a direct, working link to this document on your website.

Yes, and The City of Edinburgh Council are about to embark on a consultation to update our guidance following the publication of the Scottish Government's updated guidance earlier in 2025.

<https://www.edinburgh.gov.uk/schools-learning/home-education>