# **Home Education Transition Partnership Agreement (HETPA): supporting transition into school following a period of home education.**

The following form can be used by parents, young people and schools to support discussion and information sharing to aid a successful transition into school following a period of home education. It is designed to allow parents and children to share information from their perspectives to allow the school to understand their context and experiences.

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| --- | --- | --- | --- |
| **Child or young person’s name:** |  | **Date of Birth:** |  |
| **Dates of period of Home Education:** |  | **NC Year** |  |
| **Reasons for home education:** |  | | |
| **Any previous schools, with dates attended:** |  | | |
| **Date of TPA meeting** |  | | |
| **Present at meeting** |  | | |

|  |
| --- |
| **Child’s Picture** |

**3. What is important to (Name of child)?**

|  |
| --- |
| Areas discussed need to be age appropriate but could include:   * What is important to me. * What worries me. * How to support me. * What I would like to be able to do a year from now. |

## 4. (Name of child’s) achievements, interests, and strengths.

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| What have been the highlights of home education and previous school experience (if appropriate)? |

## 5. How (Name of child) might need support moving forward:

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| This could relate to any area of academic or social/personal development, including communication, independence, emotional resilience, reading, maths… |

## 6. Information about other agencies involved with the child (eg. S&L, medical professionals…)

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## 7. Plans for transition and actions agreed

For example: will the child have a buddy? Special arrangements for breaktime, lunchtime? Phased return arrangements? Does the child need a named trusted adult or a safe place? Review meeting booked with parents?

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| --- | --- | --- | --- | --- |
| **Action agreed** | **By whom** | | **By when, who will check?** | **Who needs to know that the action has been carried out** |
| **Parent/ child** | **School/ other professional** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| Talking to (Name of child) about the plan (if hasn’t attended the meeting) |  |  |  |  |
| Reviewing this TPA (It is suggested that this happens within three months) |  |  |  |  |
| Which key people are not at the meeting and need to know the details of the TPA? Who will let them know and when? |  |  |  |  |

**8. Who can the parents or carers talk to if they need to? Who can (Name of child) talk to?** Names and contact details of key adults for parents and child/young person.

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| --- | --- |
| **Name of key adult(s) for child** (if more than one adult, include days when they are available)) | **Contact details of key adult for parents** |

## 9. Transition Partnership Agreement Signature Sheet

|  |  |
| --- | --- |
| **Name of child/young person** |  |
| **Date of meeting** |  |

|  |  |  |
| --- | --- | --- |
| Signatories | Designation | Date |
| **Person completing this form.** |  |  |
| **Headteacher** |  |  |
| **Parents / Carers** |  |  |
| **Child or Young Person** |  |  |

**Other signatories at the meeting not listed above**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**12. Copies to: Parents/carers, child/young person, SENCo, headteacher, class teacher(s), teaching assistant or learning support assistant (or whoever regularly supports the child), and who else (list here)?**

Please also refer to[Transition | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/educationandlearning/educationalpsychology/Transition) for more information related to transition.

**Data statement**

Both Hampshire County Council the Isle of Wight Council will ensure that any personal or sensitive information given to them will be treated in the strictest confidence and it will always abide by the Data Protection Act 2018, updated in 2021

[Data protection | About the Council | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection)

**Acknowledgements**

This form is based on the Transition Partnership Agreement developed by HIEP [Transition | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/educationandlearning/educationalpsychology/Transition) – we acknowledge HIEP’s support and credit their original work.