



***Risby CEVC Primary School***

**Children With Health Needs that Cannot Attend  
School Policy**

Prepared by:	HeadTeacher
Approved by:	Chair of Governors
Signature of Chair of Governors:	
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## **Introduction:**

Risby CEVC Primary school works in partnership with pupils, parents/carers, medical services, other professionals and education providers to enable children with medical needs who are unable to attend school to receive education in a hospital setting or at home. We will be proactive in promoting the education entitlement of pupils on roll and in securing effective provision.

This applies to pupils who are unable to attend school for reasons of sickness, injury or mental health needs where a medical practitioner considers that the child should not or cannot attend school.

This policy is based upon the statutory guidance for Local Authorities 'Ensuring a good education for children who cannot attend school because of health needs.' (January 2013) This comes under the category of 'education otherwise' when the child remains on the school roll and is temporarily educated in a hospital setting or through home tuition.

## **The principles underlying this policy are:**

Risby CEVC Primary School recognises that

- Children absent for medical reasons are entitled to continuity of education as far as their condition permits and acknowledges that it has a central role to play in securing and ensuring this continuity of education.
- High quality education will be provided and will be as broad and balanced as possible so that smooth reintegration is achievable
- Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following school policies:

- Attendance Policy
- Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy

Definitions Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues
- Physical injuries
- Mental health issues, including anxiety
- Emotional difficulties
- Progressive conditions
- Terminal illnesses
- Chronic illnesses

Children who are unable to attend mainstream schools for health reasons may attend any of the following:

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst a child is receiving medical treatment.
- Home tuition: a tuition service that acts as a communication channel between schools and pupils on occasions when pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRU's: Local Authority establishments that provide education for children who are unable to attend their registered school due to their specific medical needs.

#### **Roles and Responsibilities:**

##### **The Local Governing Body and SLT are responsible for:**

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

##### **The Head teacher is responsible for:**

- Working with the Local Governing Body to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- **Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.**
- Ensuring the support put in place focusses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with health needs.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing reports to the Local Governance Committee on the effectiveness of the arrangements in place to meet the health needs of pupils.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

**The SENCo is the appointed named person and is responsible for:**

- Providing teachers who are supporting pupils with health needs with suitable information relating to the pupil's health condition and the possible effect of the condition and/or medication has on the pupil.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.
- Supporting pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying education providers with information about the pupil's academic progress and attainment.
- Liaising with Headteacher, education providers and parents/carers to determine pupil's programmes of study whilst absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, and the LA.

**Teachers and support staff are responsible for:**

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's health needs.
- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
- Keeping parents informed of how their child's health needs are affecting them whilst in the school.

**Parents are expected to:**

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how support for their child should be planned.

**Managing Absences:**

- Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the LA, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.

- For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.
- The LA will set up a personal education plan (PEP) for the pupil which will allow the school, the LA and the provider of the pupil's education to work together.
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.
- The school will only remove a pupil who is unable to attend school because of additional health needs from the school roll where:
  - The pupil has been certified by a Medical Officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
  - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.
- A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the pupil's education.

#### **Support for Pupils:**

- Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.
- The LA expects the school to support pupils with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.
- The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.
- Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.
- Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods:
  - School newsletters
  - Emails
  - Invitations to school events
  - Cards or letters from peers and staff

- Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.
- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:
  - A personalised or part-time timetable, drafted in consultation with the named staff member
  - Access to additional support in school
  - Online access to the curriculum from home
  - Movement of lessons to more accessible rooms
  - Places to rest at school when needed
  - Special exam arrangements to manage anxiety or fatigue

**Reintegration:**

- When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.
- The school will work with the LA when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.
- As far as possible, the child will be able to access the curriculum and materials that they would have used in school.
- If appropriate, SENCO will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the pupil.
- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.
- For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.
- The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.
- The reintegration plan will include:
  - The date for planned reintegration, once known.
  - Details of regular meetings to discuss reintegration.
  - Details of the named member of staff who has responsibility for the pupil.
  - Clearly stated responsibilities and the rights of all those involved.

- Details of social contacts, including the involvement of peers and mentors during the transition period.
- A programme of small goals leading up to reintegration.
- Follow up procedures.
- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.
- Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

### **Information Sharing:**

- It is essential that all information about pupils with health needs is kept up-to-date.
- To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used.
- All teachers, LSAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the agreed school procedures.
- Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.

To help achieve this, the school will:

- Ensure this policy and other relevant policies are easily available and accessible.
- Provide the pupil and their parents with a copy of the policy on information sharing.
- Ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
- Consider how friendship groups and peers may be able to assist pupils with health needs.
- When a pupil is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

### **Record Keeping:**

- In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils
- Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.
- All records will be maintained in line with school policy.

**Training:**

- Staff will be trained in a timely manner to assist with a pupil's return to school.
- Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return.
- Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.
- Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

**Examinations and Assessments:**

- The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- Relevant assessment information will be provided to the alternative provision provider if required.
- Awarding bodies may make special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school Exams Officer, or LA if more appropriate, as early as possible.