



Children with Health Needs who cannot attend School Policy

| Approved by Orchard Primary School Governing Body: | |
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| Head Teacher | Mrs Sarah Bitcon |
| Chair of Governors | Mrs S Clarke |
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Statement of Intent

Orchard Primary School aims to support the Local Authority and ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

1. Legal Framework

This policy is based on the following legislation:

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

It is also based on the following statutory guidance from the Department for Education (DfE):

- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)

This policy also follows guidance provided by our local authority and complies with our funding agreement and articles of association.

This policy operates in conjunction with the following school policies:

- Attendance Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

2. Local Authority (LA) Duties

The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the LA in doing so.

3. 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 problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

4. Roles and Responsibilities

The **Governing Board** is 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 termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Approving and reviewing this policy every two years.

The **Head Teacher** is responsible for:

- Working with the governing board 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 annual reports to the governing board 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 **named member of staff** is Mrs Sarah Bitcon (SENDCo) / Mrs Tracy Swoosh (Pastoral Support Worker). They are responsible for:

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Head Teacher, education providers and parents to determine pupils' programmes of study whilst they are 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.
- 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.

Parents are expected to:

- 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.

5. Managing Absences

- 5.1. 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.
- 5.2. 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. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.
- 5.7. 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.

- 5.8. A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certified medical information, even if the LA has become responsible for the pupil's education.

6. Support for Pupils

- 6.1. 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.
- 6.2. 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.
- 6.3. The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.
- 6.4. Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 6.5. 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.
- 6.6. Whilst a pupil is away from school, the school will aim to ensure the pupil can successfully remain in touch with their school, for example using school newsletters, invitations to school events, cards or letters from peers and staff.
- 6.7. Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.

7. Reintegration

- 7.1. When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA. School will also consult with the pupil, their parents and key staff about concerns, medical issues, timings and preferred pace of return.
- 7.2. If appropriate, the school nurse 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

8. Information Sharing

- 8.1. It is essential that all information about pupils with health needs is kept up to date.
- 8.2. To protect confidentiality, all information-sharing techniques will be agreed with the pupil and their parent in advance of being used.
- 8.3. All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via staff briefings.
- 8.4. 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.
- 8.5. 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.

9. Record Keeping

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

10 Training

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

11. Examinations and Assessments

- 11.1. The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- 11.2. Relevant assessment information will be provided to the alternative provision provider if required.
- 11.3. 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, or LA if more appropriate, as early as possible.

12. Monitoring and Review

This policy will be reviewed by the governing board every two years unless otherwise necessary.

Any changes to the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.