



Foxton Primary School

Children with Health Needs who cannot Attend School Policy

Date:	July 2023
Reviewed by:	Janet Muir and Lisa Murphy
Next Review date:	July 2024
Signed:	

Contents:

Statement of intent

1. Legal framework
2. LA duties
3. Definitions
4. Roles and responsibilities
5. Managing absences
6. Support for pupils
7. Reintegration
8. Information sharing
9. Record keeping
10. Training
11. Examinations and assessments
12. Monitoring and review

Statement of intent

Foxton Primary aims to support the LA and ensure that all pupils 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 pupils 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 full time. We will work with the LA, healthcare partners and families to ensure that all pupils with medical needs receive the right level of support to enable them to maintain and progress their education, whilst away from or returning to full time education.

1. Legal framework

1.1. 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
- The GDPR and 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'

1.2. This policy operates in conjunction with the following school policies:

- [Attendance Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [Special Educational Needs and Disabilities \(SEND\) Policy](#)

2. Definitions

2.1. 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.
- Emotional difficulties.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

2.2. Children who are unable to attend mainstream education 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 the child is receiving treatment.
- **Home tuition:** many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- **Medical PRUs:** these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

3. Roles and responsibilities

3.1. The governing body 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 roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring protocols are in place, as provided by medical professional overseeing their needs, for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with additional health needs are appropriately trained.
- Approving and reviewing this policy.

3.2. The headteacher is responsible for:

- Working with the governing body to ensure compliance with the relevant statutory duties when supporting pupils with additional health needs.
- Working collaboratively with parents, medical professionals and other professionals to develop arrangements to meet the best interests of pupils to maintain and progress their education, whilst away from or returning to full time education.
- Ensuring the arrangements put in place to meet pupils' health needs follow the medical guidance provided and is understood by all those involved and acted upon.
- Ensuring the support put in place focusses on and meets the needs of individual pupils.
- Supporting the arrangement of appropriate training for staff with responsibility for supporting pupils with additional health needs.
- Providing teachers who support pupils with additional 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.
- 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.

3.3. Staff supporting the child are responsible for:

- Supporting pupils who are unable to attend school because of their health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying alternative education providers (see 2.2) with information about pupils' capabilities, progress and outcomes.
- Liaising with the headteacher, 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.

3.4. 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 additional 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 additional 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 individual pupils' 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.

3.5. 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.
- Provide medical evidence for periods of absence where the level of absence reaches the persistent absence criteria with no improvement between attendance reporting periods (every six weeks).
- Attend meetings to discuss support for their child and returning to full school attendance including transitions and reintegration.

4. Managing absences

- 4.1. Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- 4.2. Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness or the level of absence reaches the persistent absence criteria with no improvement between attendance reporting periods (every six weeks).
- 4.3. Where a medical professional has determined that a child is unfit to attend school due to illness defined in 2.1, the school will provide support where the absence is expected to last for 10 or more 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.
- 4.4. For periods of absence, either in one absence or over the course of a school year, staff with responsibility for pupils with additional health needs will notify the LA, who will take responsibility for the pupil and their education.

- 4.5. For hospital admissions, the appointed staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.
- 4.6. The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education other than at school.
- 4.7. 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 school's headteacher even if the LA has become responsible for the pupil's education.

5. Support for pupils

- 5.1. 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 relevant medical professionals, parents and, where appropriate, the pupil.
- 5.2. The LA expects the school to support pupils with additional 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.
- 5.3. Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 5.4. 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.
- 5.5. Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.
- 5.6. 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
 - Online access to the curriculum from home
 - Places to rest at school

6. Reintegration to school

- 6.1. When a pupil is considered well enough to return to school, the school will develop a reintegration plan.
- 6.2. If appropriate, the school nurse or other medical professionals involved with the child will be involved in the development of the pupil's reintegration plan to ensure they can prepare to offer any appropriate support to the pupil.

- 6.3. 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.
- 6.4. 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.
- 6.5. 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.
- 6.6. The reintegration plan will include:
 - The date for planned reintegration, once known.
 - Details of regular meetings to discuss reintegration.
 - Clearly stated responsibilities and the rights of all those involved.
 - A programme of small goals leading up to reintegration.
 - Follow-up procedures.

7. Information sharing

- 7.1. It is essential that all information about pupils with additional health needs is kept up-to-date.
- 7.2. 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.
- 7.3. Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.
- 7.4. 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.

8. Record keeping

- 8.1. In accordance with the Administration of medicine policy written records will be kept of all medicines administered to pupils.
- 8.2. Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed.

9. Specialist Training

- 9.1. Staff will be trained in a timely manner to assist with a pupil's return to school with complex medical needs requiring specific medical intervention.

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

10. Examinations and assessments

- 10.1. The SENDCO or headteacher will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- 10.2. Relevant assessment information will be provided to the alternative provision provider if required.
- 10.3. 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, as early as possible.