



PUPILS WITH HEALTH NEEDS WHO CAN NOT ATTEND SCHOOL POLICY

THIS POLICY APPLIES TO THE HOPE TRUST BOARD, ALL TRUST SCHOOLS/ACADEMIES
AND THE EBORHOPE TEACHING SCHOOL ALLIANCE.

IT IS BE READ IN CONJUNCTION WITH THE TRUST'S SPECIAL EDUCATIONAL NEEDS AND
DISABILITY POLICY AND TRUST'S SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY.

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Policy updates

Date	Page	Policy updates
Nov 2020		NEW policy

Statement of Intent

Hope Learning Trust, York aims to support the Local Authority (LA) 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. Hope Learning Trust is committed to a safe, welcoming and inclusive learning environment, in which all our pupils are happy, can flourish and will thrive, to live life in all its fullness. Every child is revered and respected as a member of our community.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision including home education. 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.

Signed by:

_____ Chief Executive Officer Date: _____

_____ Chair of Standards Committee Date: _____

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
- 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'
- DfE (2013) 'Alternative Provision'

1.2. This policy operates in conjunction with the following school/academy policies (and/or Trust policy where indicated):

- Alternative Provision Policy (*Trust policy*)
- Attendance Policy (including Children Missing Education) (*Trust policy in development, currently at school level*)
- Safeguarding and Child Protection Policy (*Trust policy and school procedures*)
- Data Protection GDPR Policy (including Data Retention Schedule) (*Trust policy*)
- Special Educational Needs and Disabilities (SEND) Policy (*Trust policy*)
- Supporting Pupils with Medical Conditions Policy (*Trust policy in development, currently at school level*)

2. LA duties

2.1. 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.

2.2. The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual pupils in arranging provision.
- Have a named officer responsible for the education of children with additional health needs and ensure parents/carers know who this is.

- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.
- Set up a plan to ensure the child's school, the LA and the hospital school or other provider can work together.

2.3. The LA should not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.
- Have policies based upon the percentage of time a child is able to attend school rather than whether the child is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

3. Definitions

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

- Physical health conditions or illness;
- Physical injuries;
- Mental health conditions, including anxiety issues;
- Emotional difficulties or school refusal;
- Progressive conditions;
- Terminal illnesses;
- Chronic illnesses.

3.2. 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.

4. Roles and responsibilities

4.1. The Trust Board is responsible for:

- Ensuring arrangements for pupils who cannot attend school because of their medical needs are in place and are effectively implemented and reviewed.
- Ensure systems are in place for timely referral to the LA where it has become clear or that it is planned that the absence will last for 15 days or longer days.
- Ensuring the arrangements made for pupils who cannot attend school due to their medical needs provide suitable and flexible education and are appropriate to the needs identified and reviewed regularly.
- 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.
- Approve and review this policy annually.

4.2. The Headteacher/Principal is responsible for:

- Working with the Trust and Local Governing Committee to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with the Local Authority, parents/carers 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. This will include the development of Individual Health Care Plans (IHCP) where appropriate.
- Appointing a named member of staff who is responsible for supporting the pupil with healthcare needs and liaises with parents/carers, pupil, 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. This should also include the social and emotional needs of the child to support a tailored reintegration back to school where possible.
- 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 Trust/Local Governing 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 15 days or more due to their health needs.

4.3. The Vice Principal - Welfare is responsible for:

- Supporting the pupil who is unable to attend school because of medical needs and liaising with their parents/carers.
- Ensuring the voice of the pupil is included in any planning or review of provision.
- Actively monitoring pupil progress and reintegration into school.
- Contributing to the information sharing process by supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher/Principal, education providers and parents/carers to determine pupils' programmes of study whilst they are absent from school.
- Keeping the pupil informed about school/academy events and encouraging communication with their peers.
- Providing a link between pupils and their parents/carers, and the LA.

4.4. 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 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. Staff must not undertake any health care procedures without appropriate training, which is regularly updated to reflect requirements in the IHCP.
- 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/carers informed of how their child's health needs are affecting them whilst in the school.

- 4.5. Parents/carers are expected to:
- Ensure the regular and punctual attendance of their child at the school/academy when possible.
 - Work in partnership with the school/academy 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/academy with sufficient and up-to-date information about their child's medical needs.
 - Provide medical evidence from consultants regarding the child's condition and requirements where possible.
 - Attend meetings to discuss how support for their child should be planned.

5. Managing absences

- 5.1. Parents/carers are expected to contact the school/academy on the first day their child is unable to attend due to illness.
- 5.2. Absences due to illness will be coded appropriately. A school can request parents/carers to provide medical evidence if the authenticity of the illness is in doubt, but schools are not advised to request medical evidence unnecessarily.
- 5.3. 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/carers 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.
- 5.4. 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 Headteacher/Principal with 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 suitable education is not otherwise being arranged.**
- 5.5. 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.
- 5.6. 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.
- 5.7. The LA will set up a plan for the pupil which will allow the school, the LA and the provider of the pupil's education to work together.
- 5.8. 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.

- 5.9. 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 the medical practitioner 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.
- 5.10. 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 an identified medical practitioner, 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/carers and, where appropriate, the pupil. The pupil may be best placed to advise on what support will be useful/necessary. All opportunities must be taken to gain the views of the pupil when planning any provision or plan.
- 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 work with the LA to ensure the pupil can successfully remain in touch with their school using some or all of the following methods (this list is not exhaustive):
- School newsletters
 - Emails
 - 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.
- 7.2.** 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.
- 7.3.** As far as possible, the child will be able to access the curriculum and materials that they would have used in school.
- 7.4.** If appropriate, the school nurse service 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.
- 7.5.** 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. In line with Equalities Legislation Act 2010.
- 7.6.** 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.
- 7.7.** 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.
- 7.8.** The reintegration plan may 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.
- 7.9.** The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.
- 7.10.** Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

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, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used, in accordance with the Trust's Data Protection (GDPR) Policy and in line with the Trust's terms and conditions of employment.
- 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.
- 8.4. Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.
- 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.
- 9.3. All records will be maintained in line with the Trust's Data Protection (GDPR) Policy (including the Data Retention Schedule).

10. Training

- 10.1. Staff will be trained in a timely manner to assist with a pupil's return to school.
- 10.2. Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return, where appropriate.
- 10.3. Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.
- 10.4. Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- 10.5. 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 allow special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for special arrangements will be submitted by the LA or school/academy if applicable, as early as possible.
- 11.4.** Those providing education to the child out of school should provide advice and information to the school to assist with such applications.

12. Monitoring and review

- 12.1.** This policy will be reviewed by the Trust Board's Standards Committee on an **annual** basis.
- 12.2.** 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.
- 12.3.** The next scheduled review date for this policy is recorded on the cover page.