Children with health needs who cannot attend school policy

Ellesmere Port Catholic High School

Approved by:	**Mr J Coucill**	**Chair of Governors**
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Lead of Review:	**Ms J Grist**	**SENCO**
Last reviewed on:	**Jan 2024**	
Next review due by:	**Dec 2026**	

Status

Statutory

1. Statement of intent

Ellesmere Port Catholic High School aims to support the 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.

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, students should receive their education within their school and the aim of the provision will be to reintegrate students back into school as soon as they are well enough.

We understand that we have a continuing role in a student'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.

2. Legal framework

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

- Education Act -2011
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2017) 'Supporting students at school with medical conditions'

2.2 This policy operates in conjunction with the following school policies/guidance:

- Attendance Policy
- Child Protection and Safeguarding Policy
- Children Missing in Education guidance

- Data Protection Policy
- Retention of records guidelines
- Special Educational Needs and Disabilities (SEND) Policy
- First Aid, Administration of medicines and Supporting Students with Medical Conditions Policy
- Wellbeing Policy

3. 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.

The LA should:

- Provide such education as soon as it is clear from MET 1 referral form that a student 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 student.
- Ensure the education students 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 students in arranging provision.
- Assign an Education Access Officer responsible for the education of children with additional health needs and ensure parents 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. Monthly reports (MET 4).
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

3.1 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).

4. Definitions

4.1 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, including anxiety issues and Emotionally based school non-attendance (not coping)
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

4.2 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 students on occasions where students 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.

5. Roles and Responsibilities

5.1 The governing body is responsible for:

- Ensuring arrangements for students 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 students who cannot

attend school due to their medical needs by report from Alternative Provision Coordinator.

- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students 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 students with health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

5.2 The Headteacher is responsible for:

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

The EWO is responsible for:

Coordinating the team of key staff who are involved with the child who is unable to attend school because of medical needs. The key staff could include Head of Year, SENDCO and First Aider/Wellbeing, Alternative Provision coordinator.

5.4 The nominated member of the team will

- Actively monitor student progress and reintegration into school.
- Supply students' education providers with information about the child's capabilities, progress and outcomes.
- Liaise with the Headteacher, education providers and parents to determine students' programmes of study whilst they are absent from school.
- Keep students informed about school events and encouraging communication with their peers.
- Provide a link between students and their parents, and the LA.

5.5 Teachers and support staff are responsible for:

- Understanding confidentiality in respect of students' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring students are not excluded from activities that they wish to take part in without a clear evidence-based reason. This should be considered for individual students during the first 15 days of absence.
- Understanding their role in supporting students with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their students through the appropriate and lawful sharing of the individual student'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.

6. 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 students who are absent from school because of illness for a period of less than 15 school days by liaising with the student's parents to arrange schoolwork as soon as the student 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 student, 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 Student Support Co-ordinator or a member of staff nominated by him/her for students with health needs will make a referral to the Education Access Team. The school must seek approval of parents by completing form MET 1 and obtain medical confirmation from a health professional.
- 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 student'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 student is in hospital.
- A multi-agency planning meeting is arranged by the school where parents, student, Education Access Officer and relevant health professionals work together on a medical education plan (MET3)
- The school will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.
- A student 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 medical officer, even if the LA has become responsible for the student's education.

7. Support for students

- Where a student has a complex or long-term health issue, the school will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.
- The LA expects the school to support students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
- The school will make reasonable adjustments in accordance with the **Supporting Students with Medical Conditions Policy.**
- Students 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 student's education to establish and maintain regular communication and effective outcomes.

- Whilst a student is away from school, the school will work with the LA to ensure the student 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 student's education provider with relevant information, curriculum materials and resources.

7.1 To help ensure a student 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 - time in Student Services/Hive
- Special exam arrangements to manage anxiety or fatigue

8. Reintegration

- When a student 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, the school nurse will be involved in the development of the student's reintegration.

- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the student.
- For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents in the early stages of their absence.

- The school is aware that some students will need gradual reintegration over a long period of time and will always consult with the student, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

8.1 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 student.
- 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 students and staff to be positive and proactive during the reintegration period.
- Following reintegration, the school will support the LA in seeking feedback from the student regarding the effectiveness of the process.

9. Information sharing and record keeping

- It is essential that all information about students with health needs is kept up-to-date.
- All teachers, TAs, supply and support staff will be provided with relevant information, including high-risk health needs, first aiders and emergency procedures.
- In the event of a TAF (Team Around the Family) being put in place, parents will sign a consent form which will identify organisations and individuals that their child's health information can be shared with and which methods of sharing will be used.
- Consider how friendship groups and peers may be able to assist students with health needs.
- When a student 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.

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

- All records will be maintained in line with the **Retention of records guidelines**.

10. Training

- Staff will be trained in a timely manner to assist with a student's return to school.
- 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 students with additional health needs.
- Parents of students with additional health needs may provide specific advice but will not be the sole trainer of staff.

11. 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 students 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

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