



**Hilltop First School and Foundation Stage
Children with Health Needs who Cannot Attend School Policy**

SLT responsibility	LB
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Aims

This policy aims to ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs;
- Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority.

Hilltop First School aims to 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 in school and will work with the Local Authority, 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.

Commented [A1]: I assume. This is local authority.
Does this need to be spelled out?

Legislation and guidance

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'.
- RBWM *Supporting Pupils with Medical Needs Protocol*

Supporting pupils

If the school makes arrangements

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school. The SENCO will be responsible for making and monitoring these arrangements. A meeting will be made with parents / carers to discuss arrangements for working from home or hospital. A plan will be drawn up detailing agreed actions from the discussion, the plan will be signed by school and parents / carers. The plan will then be carried out to deliver education to the child.

Arrangements would include the class teacher sending digital or printed learning material home.

Once well enough to return to school, the pupil will be slowly integrated back into school with suitable arrangements to make it possible such as alternative provision for break or lunch times or the pupil may come back into school on a reduced timetable until their health needs have been met.

If the Local Authority makes arrangements

If the school can't make suitable arrangements, RBWM will become responsible for arranging suitable education for these children. In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
 - Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
 - Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
 - Create individually tailored reintegration plans for each child returning to school
 - Consider whether any reasonable adjustments need to be made

Responsibilities of the Governing Board and Head Teacher

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented including a termly review of these arrangements.
- 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.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Ensuring that the member of the office staff team responsible for pupils with healthcare needs liaises with parents, pupils, the LA, medical professionals and classroom staff involved in the pupil's care.
- Providing suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil for the classroom staff who support pupils with health needs with.
- 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.

Responsibilities of the SENCO

- Managing 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 headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.

The Family Partnership Worker will provide a link between pupils and their parents, and the LA.

Responsibilities of class teachers and support staff

- Maintaining confidentiality in respect of pupils' health needs.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's 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.
- Preparing and sharing digital and/or paper based learning materials and tasks which will be fully accessible to the child and ensure continued progress
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- 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.

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 SENCO will notify the LA.

Monitoring arrangements

This policy will be reviewed annually by the SLT. At every review, it will be approved by the full governing board.

Any changes in 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.

Links to other policies

This policy should be read in conjunction with:

- Accessibility plan
- Managing Medical Conditions and First Aid Policy
- Attendance policy
- Child protection and Safeguarding policy
- Special educational needs and disabilities (SEND) policy