



# HEBDEN GREEN COMMUNITY SCHOOL

## CHILDREN WITH MEDICAL NEEDS WHO CANNOT ATTEND SCHOOL

Written by	Reviewed by	Ratified by	Ratified on	To be reviewed	Status
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### Statement of Intent

Hebden Green Community 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 be too ill to attend school, but are at home. We recognise that, whenever possible, pupils should receive education through their class teacher led by an appropriate member of SLT as identified.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with 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. In some cases, pupils will be too ill to continue their learning. In these circumstances, the attendance officer and class team will work together to ensure that there is regular communication.

### 1. Legal Framework

- 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 (2017) 'Supporting pupils at school with medical conditions'
- This policy operates in conjunction with the following school policies:

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

## **2. 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.

### 3. Roles and responsibilities

- The **Local Authority** is responsible for:
  - Arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. This applies whether or not the child is on the roll of a school and whatever the type of school they attend
  - The law does not define full-time education but children with health needs should have provision, which is equivalent to the education they would receive in school. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated.
  - Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, the LA should provide part-time education on a basis they consider to be in the child's best interests.
  - Naming an officer who is responsible for the education of children with additional health needs, and parents should know who that person is.
- The **Governors** are responsible for:
  - Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented, following Local Authority policies;
  - Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs;
  - Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all;
  - Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained;
  - Approving and reviewing this policy on an annual basis.
- The **Head teacher** is responsible for:
  - Working with Governors and the Local Authority 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;
- The **appropriate member of SLT** is responsible for:

- Ensuring the continued education, where appropriate, of pupils who are unable to attend school because of medical needs in line with daily learning alongside the SENCO/DSL;
  - Actively monitoring pupil progress and reintegration into school;
  - Liaising with teachers and parents to determine the educational package for home and monitoring progress;
  - Liaising with the DSL to manage safeguarding needs, additional areas of vulnerability and SEND;
  - Keeping pupils informed about school events and encouraging communication with their peers;
  - Providing a link between pupils and their parents, and school;
  - Ensuring pupils and their families maintain their connection to school life through regular phone calls and visits, even if a pupil is too ill to engage in home learning.
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- **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.

#### 4. 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 pupils who are absent from school because they are too ill to attend by liaising with the pupil's parents to arrange home learning 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;
- Where absences are anticipated or known in advance, the Deputy Head teacher for Primary/Secondary will contact the family to enable education to be provided from the start of the pupil's absence, if a pupil is well enough to engage in home learning;
- For hospital admissions, the Deputy Head teacher for Pupil Safety will liaise with the hospital school to ensure the pupil receives a suitable education while in hospital;
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving home learning;
- 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 a Medical Officer 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.

**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 Medical Officer, even if the LA has become responsible for the pupil's education.**

## 5. Support for pupils

- 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;
- 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;
- The school will make reasonable adjustments to ensure that the pupil can engage in home learning or reintegration back into the school setting;
- Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned;
- Whilst a pupil is away from school, the school will ensure the pupil can successfully remain in touch with their school using the following methods:
  - Visits
  - Phone calls
  - Emails/virtual sessions
  - Invitations to school events
  - Cards or letters from peers and staff
- 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 family, pupil and Deputy Head teacher for Primary/Secondary;
  - Access to additional support in school;
  - Online access to the curriculum from home;
  - Places to rest at school and regular rest breaks if needed;
  - Special exam arrangements to manage anxiety or fatigue, where appropriate.

## 6. Reintegration

- When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with parents, pupil and Deputy Head teacher for Primary/Secondary;
- When reintegration into school is anticipated, the school will plan for consistent provision during and after the period of home learning;
- 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 associated health teams will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the Deputy Head teacher for Primary/Secondary to ensure they can prepare to offer any appropriate support to the pupil;
- 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;
- 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;
- 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.
- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period;
- Following reintegration, the school will seek feedback from the pupil regarding the effectiveness of the process.

## **7. Information Sharing**

- It is essential that all information about pupils with health needs is kept up-to-date;
- To protect confidentiality, all information-sharing techniques will be agreed with the pupil and their parent in advance of being used;
- Teachers, TAs, supply and support staff who may be involved with the pupil, will be provided with access to relevant information, including high-risk health needs and emergency procedures;
- Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.
- 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 Deputy Head teacher for Pupil Safety will liaise with the hospital or other tuition service as appropriate.

## **8. Record Keeping**

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

## **9. Training**

- Staff will be trained in a timely manner to assist with a pupil's return to school;
- Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return where possible;
- 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 pupils whose medical needs may have changed since they were last at school;
- Parents may provide specific advice but will not be the sole trainer of staff.

## **10. Examinations and Assessments**

- The Examinations Officer and Deputy Head teacher for Pupil Safety will liaise with home, hospital or other health setting over planning and examination course requirements where appropriate;

- Relevant assessment information will be provided to the home, hospital or other health setting if required.

## **11. Links to other policies**

- This policy operates in conjunction with the following school policies:
  - Attendance Policy
  - Safeguarding Policy
  - Data Protection Policy
  - Special Educational Needs and Disabilities (SEND) Policy
  - Supporting Pupils with Medical Needs Policy