

**Heart of the Forest  
Community Special School**

**Children with Health Needs who can't  
Attend School Policy**

Heart of the Forest



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| <b>Approved by:</b>      | HoF Governing Body | <b>Date:</b>             |            |
| <b>Last reviewed on:</b> |                    | <b>Next review date:</b> | March 2024 |
| <b>Website:</b>          | Yes                | <b>Type:</b>             | Statutory  |

## **1. Aims**

To ensure that suitable education is arranged for pupils on roll who cannot attend school due to health needs.

To ensure that pupils, staff and parents understand what the school is responsible for when this education is being provided by the Local Authority.

## **2. Legislation and guidance**

This policy reflects the requirements of the Education Act 1996.

It is also based on guidance which is provided by the Local Authority responsible for arranging suitable education for the pupil.

## **3. Background**

Local Authorities must have regard to the statutory government guidance Ensuring a good education for children who cannot attend school because of health needs (January 2013) when carrying out their duty to arrange suitable full-time (or part time when appropriate to the child's needs) education for children who are unable to attend mainstream or special school because of their health. The LA's duty applies to all children and young people who would normally attend mainstream schools, including Academies, Free Schools, independent schools and special schools, or where a child is not on the roll of a school. It applies equally whether a child cannot attend school at all or intermittently.

The school recognises its key role in the support framework for these pupils. This policy sets out how it will work cohesively across organisational boundaries including:

- a structured understanding and assessment of the needs of a pupil.
- appropriate referral and re-integration that focuses on the pupil's interest and appropriate outcomes rather than processes.
- constructive working with the Local Authority, other schools, providers, relevant agencies and parents in order to ensure the best outcomes for a pupil.

## **4. Local Authority duties**

In discharging their statutory duties to arrange a suitable full-time education (or part-time when appropriate to the child's needs) for children who, because of illness, would otherwise not receive suitable education, LAs should:

- Provide such education as soon as it is clear that the child 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 child;
- Ensure that the education children receive is of a good quality, as defined in the statutory guidance Alternative Provision (2013), allows them to take appropriate qualifications, prevents them from slipping behind their peers in school and allows them to reintegrate successfully back into school as soon as possible;
- Addresses the needs of individual children in arranging provision. "Hard and fast" rules are inappropriate: they may limit the offer of education to children with a given condition and prevent their access to the right level of educational support which they are well enough to receive. Strict rules that limit the offer of education a child received may also breach statutory requirements.

#### **5. Local Authority's 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 (meeting the child's needs and providing a good education must be the determining factors).
- 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).

#### **6. Situations where LA intervention is not required**

There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the LA.

These can include:

- Where the child can still attend school with some support;
- Where the school has made arrangements to deliver suitable education outside of school for the child;
- Where arrangements have been made for the child to be educated in a hospital by an on-site hospital school.

LAs should however become involved where they believe the education provision is not suitable, or where otherwise suitable, is not full-time or of a sufficient number of hours that the child could benefit from without adversely impacting their health. For example, where the child can attend school but only intermittently.

In such cases the school will monitor the suitability of the provision made and notify the LA where their involvement is deemed necessary.

## **7. Roles and Responsibilities**

### **Governors**

- Ensuring the arrangements are effectively implemented and reviewed

### **Senior Leadership Team**

- Working with the Governors to ensure compliance
- Appointing a named member of staff to be responsible making arrangements
- Working collaboratively with parents

### **Named member of staff**

- Actively monitoring pupil progress and reintegration
- Teachers and support staff
- Ensuring they are aware of the needs of their pupils through the appropriate sharing of the pupil's health needs

## **Parents**

- To work in partnership with the school to achieve the best possible outcomes for their child

## **8. Understanding and assessment of pupil needs**

The school will:

- monitor and record any absence due to illness in accordance with its attendance policy;
- provide support to pupils who are absent from school because of illness for a period of less than 15 school days;
- where a period of absence is expected to last for 15 or more school days (either consecutively or not), ensure that the named person with responsibility for pupils with health needs notifies the LA to ensure that it takes responsibility for the pupil and their education;
- where absence is anticipated or known in advance to be of 15 or more school days, liaise with the LA to ensure continuity of educational provision;
- Set up a personal curriculum plan (PCP) for the pupil and share this with the LA and the education provider;
- Discuss the pupil's needs and how these will be best-met by the LA.

## **9. Support for pupils**

Whilst a pupil is away from the school, the school will work with the LA to ensure the pupil can successfully remain in touch with the school using any of the following methods:

- Emails / Parent App
- School newsletters & curriculum newsletters
- Cards or letters from peers and staff
- Video conferencing
- Pastoral/ Family Support Worker
- Home Learning

To ensure a pupil with additional health needs is able to attend school following an extended period of absence, the school will identify and assess the relevant adaptations and any reasonable adjustments that are necessary. For example:

- A personalised or part time timetable, drafted in consultation with the named member of staff
- Access to additional support
- Online access to the curriculum at home
- Movement of lessons to more accessible rooms
- Places to rest at school
- Special exam arrangements to manage anxiety or fatigue

## **10. Reintegration**

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA. This will be to ensure consistency of provision between being educated away from school and upon return to school, the school nurse will be involved as appropriate.

All reasonable adjustments will be made to ensure, as far as is possible, that the pupil can access the school and curriculum. The school will consult with the pupil and their parents to ensure a reintegration that meets the pupil's needs.

Reintegration plans will be developed and consulted on as near to the pupil's proposed reintegration as possible to remove any pressure from the pupil or their parents during the early stages of absence.

The reintegration plan will include:

- the date for the planned reintegration, once known;
- Details of regular meetings to discuss reintegration;
- Details of the named member of staff who has responsibility for the pupil;
- 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
- Medical Training for staff, where needed

### **11. Information sharing**

The named member of staff will liaise with the hospital or other provision the pupil is returning from to ensure all relevant information is received.

All relevant staff will receive information that is appropriate to allow them to carry out their roles and responsibilities in relation to the returning pupil.

Information in relation to the pupil (including any special category data in relation to any medical conditions) must only be processed in accordance with the school's Privacy Notice to pupils and Data Protection policy.

### **12. Examinations and Assessments**

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements and the supply of relevant assessment information, where appropriate.

The school will apply to the exam boards for any special arrangements to which the returning pupil is entitled as soon as possible. Where the school identifies that it is more appropriate for the LA to make the application it will notify the LA and the pupil/ their parents to this effect as soon as possible.

### **13. Notes**

A part time education must only be provided where the LA expressly agrees that it considers for reasons which relate to the physical or mental health of the child, it would not be in the child's best interests for full time education to be provided for the child;

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.

However, (notwithstanding any alternative provision being made for the pupil or paragraph 2 above) in cases where the school is named in the pupil's EHCP it remains under a duty to admit the pupil who therefore cannot be removed from the school's roll.

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