



Policy on children with health needs who cannot attend school 2022

St Laurence School Academy Trust

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| Date of next review: | May 2023 | Owner: | Deputy Headteacher |

Approval: Community and Ethos

Review: May 2023



St Laurence School Policy on children with health needs who cannot attend school

1) Introduction

St Laurence School is committed to supporting students with health needs that prevent them from attending school, as evidenced by the student's health care team. We strongly believe that every student should have the best possible start in life through a high-quality education, which allows them to achieve their full potential. A student who has health needs should have the same opportunities as their peer group, including a broad and balanced curriculum and we will do all we can to support students access a suitable curriculum if the student is unable to access our provision. At St Laurence School we believe that all people are our treasure and as far as possible, students with health needs and who are unable to attend school should receive the same range and quality of education as they would have experienced if they were able to attend.

2) Purpose

To enable a clear understanding of what St Laurence School's role is, in supporting student with health needs who cannot attend school. St Laurence School is responsible for the education of students who are on our roll and are well enough to attend our setting. St Laurence School aims to ensure that all students 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. When a student is unwell and we have received medical evidence to say that a student is not medically fit to attend school, we will work with the health team around the child and hold a medical PEP (personalised education plan) meeting, at which the health team are able to prescribe the amount of education the student is well enough to attend.

Due to the nature of their health needs, some students 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 in school and will work with the LA (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.

3) Aims

This policy aims to ensure that:

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

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4) Legislation and guidance

This policy reflects the requirements of the Education Act 1996.

It also based on guidance provided by our Local Authority. Medical Needs Education and Reintegration Service | Right Choice (wiltshire.gov.uk)

It is also based on statutory guidance for Local Authorities: Ensuring a good education for children who cannot attend school because of health needs - Statutory guidance for local authorities 2013

This policy complies with our funding agreement and articles of association.

5) The roles and responsibilities of those involved in supporting students with medical conditions

5.1) The role of parents/carers

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.

5.2) The role of students:

- Are sensitive to the needs of students with medical conditions.

5.3) The role of healthcare professionals

Healthcare professionals, including GPs and paediatricians:

- Notify the school when a child has been identified as having a medical condition that will require support at school.
- Provide advice by attending medical personalised education plans.

5.4) The role of the LA:

The responsibilities Wiltshire local authority places on St Laurence School on providing education to children with additional health needs are as follows:

At all times, the student remains the responsibility of the school where they are on roll. In line with Government guidance Wiltshire schools must:

- Have a policy and named person responsible for dealing with students unable to attend school because of their medical needs;
- Keep the student on roll and include them in any planning;
- Provide work and materials if students are absent for up to 15 school days;
- Co-ordinate, implement and review Individual Health Care Plans / Personal Education Plans, be active in the monitoring of students who may attend school for partial days and monitor the progress and reintegration into school of those who have been absent because of their medical needs, liaising with other agencies as necessary;

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- Draw up an Individual Health Care Plan / Personal Education Plan for any student with diagnosed medical conditions to be reviewed at least annually in continuing partnership with the student, parents and professionals;
- Ensure that students who have SEN but do not have an Education Health and Care Plan (EHCP) have their SEN mentioned in their Individual Health Plan / Personal Education Plan;
- Ensure that students who are unable to attend school because of medical needs are kept informed about school social events and are able to participate. Examples of these are homework clubs, study support and other activities;
- Ensure that arrangements are made for students who are due to undertake public examinations, including assistance with scribing, alternative venue and submission of mitigation where appropriate;
- Encourage and facilitate liaison with peers for example through visits, use of Information Technology and social events.

5.5) The role of the Deputy Headteacher – Quality of education: Attitudes

When St Laurence School becomes aware that a student will be absent from school for a sustained period of time because of their medical need (with supporting evidence from the student’s health team), the Deputy Headteacher will notify the Education Welfare Officer (EWO) as soon as possible, who will work closely with the school in the student’s best interests.

5.6) The role of the Head of House

Some students will be away from school long-term or with recurrent bouts of illness. When confirmed that a student will be absent from school for a sustained period of time because of their medical need (with supporting evidence from the student’s health team), the Head of House will make a referral to an appropriate education provider. In these cases, the Head of House will liaise with the LA, to ensure that alternative education provision is put in place.

5.7) The role of the Progress Team

The school will have responsibility for ensuring that the education provider has all information regarding work programmes and curriculum plans. It is acknowledged that continuity of education is important for these students.

5.8) The role of the SENCo

For students whose Learning progress is being severely affected by long term absence the Special Educational Needs Co-coordinator (SENCo) will be advised and consideration will be given as to whether Statutory Assessment of Special Educational needs should commence.

5.9) The role of School Staff

To consult with the Head of House when they become aware that a student with a medical condition needs help. Information will be shared with school staff as deemed necessary to ensure appropriate provision can be made for a student.

5.10) The role of the Medical Coordinator

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- Arrange a medical meeting between student/parents/Operations Manager/Head of House/students specialised nurse or consultant, (if the student is under certain medical care), to discuss any concerns or ways to support the student at school and obtain medical evidence in form as Dr or Clinician letters.
- Risk assessment / care plan completed to warrant students safety while in school care, assistance required & medication stored and self-administered to student, (Administration of Medication Form to be signed). Parent & Medical Administrator/Operations Manager to sign document.
- Relevant teaching/supply staff & first aiders informed of condition and procedures put in place.
- Changes to the students care plan must be communicated from parent to Medical Administrator or Head of House. Another meeting can be made or verbal decision to alter can be made but care plan must be re-signed. Relevant staff again informed.
- Yearly review- Parents to communicate with Medical Administrator of no change in a care plan.

6) Students with Long -Term or Recurring Absence

In consultation with the student's health team, initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

The Deputy Head Teacher, Head of House and / or SENDCO 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 could include sending work home or attending a hospital school. The student will be slowly integrated back into school with either alternative arrangements to make it possible such as alternative provision for break or lunch times or the student may come back into school on a reduced timetable until their health needs have been met.

After 15 days or more, whether consecutive or cumulative, the school will refer to the Wiltshire Medical Needs Rehabilitation Education service.

7) If the local authority makes arrangements:

If the school can't make suitable arrangements, Wiltshire local authority will become responsible for arranging suitable education for these children.

Wiltshire local authority will take over responsibility when the expected absence is long term (in excess of 15 days) and in accordance with their policy [Additional Medical Needs LA Policy - 2018 FINAL.pdf](#).

The below is taken from the statutory guidance for Local Education Authorities:

[Ensuring a good education for children who cannot attend school because of health needs - Statutory guidance for local authorities 2013](#)

The LA should:

- Provide such education as soon as it is clear 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.

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- Have a named 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.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

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 student
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the student 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 student to access the same curriculum and materials that they would have used in school as far as possible
- Enable the student 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

In line with the Government guidance Wiltshire Local Authority (LA) must:

- Have a designated senior officer with responsibility for access to education for children and young people with medical needs;
- Ensure that students with a medical condition, diagnosed and supported at Consultant clinician level, that prevents attendance at their usual place of education, are not without access to education for more than 15 school days;
- To promote the implementation of an Individual Health Care Plan / Personal Education Plan for students who have illness / diagnosis which prompts prolonged or recurring periods of absence from school;
- Ensure that children of compulsory school age are in receipt of an appropriate amount of teaching hours dependent on their medical need;
- Respond to a school's request for assistance by considering the most appropriate educational provision and how it can be implemented by supporting the school in meeting their statutory responsibility for compulsory school aged children and young people;

The expectation of Wiltshire LA is that all absence from school for medical reasons which may necessitate alternative educational provision is supported by confirmation at Consultant clinician level of the young person's condition and

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inability to attend school. Long term absences from school attributed to stress, anxiety and school refusal should be referred to specialist mental health agencies for assessment, thereby enabling advice to be obtained regarding appropriate educational provision and reintegration to the young person's usual place of education. Wiltshire's Medical Needs Education and Reintegration Service will consider approaches for support.

8) Monitoring and Recording of Absence

All students who are unable to attend school for a sustained period of time due to medical needs will be monitored and reviewed on a regular basis, by the Head of House together with relevant LA representatives and the Whole School Attendance Lead.

The monitoring will be by telephone/meeting depending on circumstances. Ongoing medical advice will be taken into account at all times. Cases are treated and dealt with on an individual basis in accordance with the needs of the student.

Absence will be recorded on the register as illness (code I) only when appropriate medical advice has been received.

To authorise an absence, medical needs evidence at consultant level must be received by the school. When a student commences education with an alternative education provider the absence will be recorded as educated off site (e.g. code B). This is in accordance with the Local Authority and St Laurence School attendance policy.

9) Monitoring arrangements

This policy will be reviewed bi-annually by Deputy Headteacher Quality of Education: Attitudes. At every review, it will be approved by the Community and Ethos governing board.

10) Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting students with medical conditions
- Attendance Policy

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