

Hartford Infant and Pre School



Children with Health Needs who cannot attend School Policy October 2020

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1. Aims

Hartford Infant School aims to support the local authority and ensure that all children who are unable to attend school due to health 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 attending the school and will work with the local authority, healthcare partners and families to ensure that all children with health needs receive the right level of support to enable them to maintain links with their education.

2. Legislation and guidance

This policy reflects the requirements of the Education Act 1996. It also based on guidance provided by our local authority. <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-system/access-to-education-for-children-with-health-needs>

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

3. The responsibilities of the Local Authority

As soon as it is clear that a child will be absent for more than 15 days, this can either be consecutive days or a total of days over a period of time, the local authority must make sure that suitable education is provided. This applies whether or not the child is on the roll of a school and whatever the type of school they attend. It applies to children who are pupils in academies, free schools, special schools and independent schools as well as those in maintained schools.

3.1 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 Local Governing Body are responsible for:

- ensuring arrangements for pupils who cannot attend school because of their health needs are in place and are effectively implemented;
- ensuring the termly review of the arrangements made for pupils who cannot attend school due to their health 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 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 pupils with health needs are appropriately trained.

The Headteacher is responsible for:

- working with the Governors 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;
- appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the local authority, key workers and others involved in the pupil's care;
- ensuring the support put in place focuses on and meets the needs of individual pupils;
- arranging appropriate training for staff with responsibility for supporting pupils with health needs;
- providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil;
- providing reports to the Governors on the effectiveness of the arrangements in place to meet the health needs of pupils;
- notifying the local authority when a pupil is likely to be away from the school for a significant period of time due to their health needs.

Headteacher/SENCo is responsible for:

- dealing with pupils who are unable to attend school because of health 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;
- keeping pupils informed about school events and encouraging communication with their peers;
- providing a link between pupils and their parents, and the local authority.

Teachers and support staff are responsible for:

- understanding confidentiality in respect of pupils' 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;
- understanding their role in supporting pupils with health needs and ensuring they attend the required training;
- ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil'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 health needs;
- attend meetings to discuss how support for their child should be planned;

Managing Absences

- 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 named person with responsibility for pupils with health needs will notify the local authority, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the school will liaise with the local authority to enable education provision to be provided from the start of the pupil's absence.
- For hospital admissions, the Headteacher/SENCo will liaise with the local authority regarding the programme that should be followed while the pupil is in hospital.
- The local authority will set up a personal education plan (PEP) for the pupil which will allow the school, the local authority and the provider of the pupil's education to work together.
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.
- 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 local authority has become responsible for the pupil's education.

Support for Pupils

To help ensure a pupil with additional health needs can attend school following an extended period of absence, the following adaptations will be considered:

- a part-time timetable drafted in consultation with the Headteacher/SENCo;
- access to additional support in school where applicable/manageable;
- online access to the curriculum from home [e.g. Bug Club];
- places to rest at school.

Reintegration

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the local authority.

The school will work with the local authority 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.

Where appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, 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 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 pupil;
- clearly stated responsibilities and the rights of all those involved;

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, Cambridgeshire Local Authority 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 school newsletters, emails, or invitations to school events);
- create individually tailored reintegration plans for each child returning to school;
- consider whether any reasonable adjustments need to be made.

4. Monitoring arrangements

This policy will be reviewed annually by the SENCo. At every review, it will be approved by the Local Governing Body.

5. Links to other policies

This policy links to the following policies:

- Accessibility Plan
- Supporting Pupils with Medical Conditions
- Remote Learning