



**TOLWORTH GIRLS' SCHOOL & SIXTH FORM**  
**CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY**

**Governing Body Committee:** Student Welfare & Behaviour (SW&B), FGB

**Date approved:** SW&B (April 23) FGB (May 23)

**Next review:** March 2024

## 1. 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, parents/carers and governors understand what the academy is responsible for when this education is being provided by the Local Authority (LA).

This academy 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, 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, 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.

## 2. 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 'Ensuring a good education for children who cannot attend school because of health needs' (2013)
- DfE supporting students at school with medical conditions

### 3. The Academy's Responsibilities

Where a student has a complex or long-term health issue, the academy will discuss the student's needs with parents/carers and consider how their needs may be best met in conjunction with the LA, relevant medical professionals and, where appropriate, the student.

The academy will support students with health needs to attend full-time education wherever possible, or the academy may make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments. These reasonable adjustments may be recorded in a student's individual healthcare plan (IHCPs), in accordance with the Supporting Students with Medical Conditions Policy.

Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned. During a period of absence, the academy will work with the provider of the student's education to establish and maintain regular communication and effective outcomes. Where appropriate, the academy will provide the student's education provider with relevant information, curriculum materials and resources.

Whilst a student is away from school, the academy will ensure the student can successfully remain in touch with their school through school newsletters, emails, invitations to school events, cards or letters from peers and staff. Initially, the academy will attempt to make arrangements to deliver a suitable education for children with health needs who cannot attend school. The Headteacher and SENDCo will be responsible for making and monitoring these arrangements.

The academy will discuss arrangements for working from home or hospital with parents/ carers. A plan will be drawn up detailing agreed actions from the discussion. The plan will then be carried out to deliver education to the child.

Arrangements could include sending work home, the student attending a hospital school whilst they are an in-patient, a member of staff liaising with hospital staff and home to support work or access to online learning such as Teams. Work will be prepared by class teachers.

Once the student is able, they will be integrated back into school with alternative arrangements to make it possible. These will be discussed with parents and the student in conjunction with any medical advice from other professionals. To help ensure a student with additional health needs is able to attend school following an extended period of absence, adaptations may need to be considered including:

- A personalised or amended timetable, drafted in consultation with parents/carers and the named staff member;
- Access to additional support in school;
- Online access to the curriculum from home where possible;
- Movement of lessons to more accessible rooms;
- Places to rest at school;
- Special exam arrangements to manage anxiety or fatigue;
- Alternative provision for break or lunch times.

### 3.2 The Local Authority's Role and Responsibilities

Local Authorities are responsible for arranging suitable full-time education for students of compulsory school age who, because of illness, would not receive suitable education without such provision, as set out in [DfE 'Ensuring a good education for children who cannot attend school because of health needs' \(2013\)](#). This applies whether or not they are on the school roll 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 student because of reasons relating to their physical or mental health, Local Authorities should provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment particularly in English, Maths and Science.

#### The Local Authority 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 appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education children receive is of 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.
- Have a named officer responsible for the education of children with additional health needs, and parents/carers should know who that person is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs. The policy should make links with related services in the area - for example, Special Educational Needs and Disability Services (SEND), Child and Adolescent Mental Health Services (CAMHS), Education Welfare/Attendance Improvement Services, educational psychologists, and, where relevant, school nurses.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Address the needs of individual students in arranging provision.

#### The Local Authority 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.
- 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).

In cases where the LA makes arrangements, the academy will:

- Work constructively with the LA using referral processes in place, education providers, relevant agencies and parents/carers to ensure the best outcomes for the student;
- Share information with the LA and relevant health services as required;
- Help to ensure 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, the academy will work with the LA 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.

### **3.3 The Governing Body and Headteacher**

The Governing Board and Headteacher are responsible for:

- Ensuring arrangements for students who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the regular review of the arrangements made for students 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 students 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 students with health needs are appropriately trained.
- Appointing a named member of staff who is responsible for students with healthcare needs and liaises with parents/carers, students, the LA, key workers and others involved in the student's care.
- Providing teachers, who support students with health needs, with suitable information relating to a student's health condition and the possible effect the condition and/or medication taken has on the student.
- Notifying the LA when a student is likely to be away from the academy for a significant period of time due to their health needs.

### **3.4 The SENDCo**

The SENDCo is responsible for:

- Students who are unable to attend school because of medical needs.
- Actively monitoring student progress and reintegration into school.
- Supplying students' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents/carers to determine students' programmes of study whilst they are absent from school.
- Liaising with medical professionals as appropriate.
- Providing a link between students and their parents/carers, and the LA.
- Ensuring teachers and support staff are kept informed of the health needs relating to students, they work with.

### **3.5 Teachers and Support Staff**

Teachers and Support Staff are responsible for:

- Understanding confidentiality in respect of students' health needs.
- Designing lessons and activities in a way that allows students with health needs to participate fully; ensuring they are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting students with health needs and ensuring they attend any required training.
- Ensuring they are aware of the needs of their students through the appropriate sharing of the individual student's health needs.
- Ensuring they are aware of the signs, symptoms and triggers in relation to the medical needs of the student and know what to do in an emergency.
- Reading and understanding any medical care plans and reporting any concerns to the SENDCo.
- Keeping parents/carers informed of how their child's health needs are affecting them whilst in the school.

## **4. Absences**

Students who are absent because of illness can be supported through liaison with the student's parents/carers. This may be through schoolwork being provided for completion at home as soon as the student is able to cope with it, including the use of Teams. Alternatively, it may be possible for part-time education at school or a gradual phased return to full-time attendance.

The academy will give due consideration to which aspects of the curriculum are prioritised, in consultation with the student, 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 students with health needs will notify the LA, who will take responsibility for the student and their education. Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the

start of the student's absence. For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the student is in hospital. The academy will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.

#### **5. Monitoring Arrangements**

This policy will be reviewed annually by the SENDCo. 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 students with additional health needs, and to parents/carers and students themselves.

#### **6. 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 Emotionally Based School Avoidance
- Progressive conditions
- Terminal illnesses
- Chronic illnesses

#### **7. Links to Other Policies This policy links to the following policies:**

- Accessibility Plan
- Supporting Students with Medical Conditions
- Attendance Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy