

# SACRED HEART HIGH SCHOOL



## CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL

**JULY 2023**

*To be reviewed May 2024*

*This Policy should be read in conjunction with  
all other Sacred Heart High School Policies*

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## **APPENDIX 1: FLOWCHART ILLUSTRATING THE PROCESS OF SUPPORTING CHILDREN AND YOUNG PEOPLE WITH MEDICAL NEEDS**

## 1 AIMS

This policy aims to ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- Pupils, staff and parents/carers 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](#).

- 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'

### 2.1 Definitions

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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.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Children who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital school
- Home tuition: many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

## 3 ROLES AND RESPONSIBILITIES

### 3.1 Local authorities

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- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

Local authorities 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.
- Address 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 receives may also breach statutory requirements.

LAs are 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. It applies to children who are pupils in Academies, Free Schools, special schools and independent schools as well as those in maintained schools.

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, LAs 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.

Local authorities 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).

### **3.2 Governing Body**

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The Governing Body is responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their medical 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 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 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.

### **3.3 Headteacher**

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The Headteacher is responsible for:

- Working with the Governing Body 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 LA, key workers and others involved in the pupil's care.
- Ensuring the support put in place focusses 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 Governing Body on the effectiveness of the arrangements in place to meet the health needs of pupils.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs

### **3.4 Named members of staff**

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The Assistant Headteacher at each Key Stage is responsible for:

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into the 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 pupil and their parents, and the LA.

### **3.5 Teachers and support staff**

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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 pupils' 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 at school

### **3.6 Pupils**

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Pupils are expected to:

- engage with the provider;
- be prepared to communicate their views;
- engage with other agencies as appropriate;
- prepare for reintegration as soon as possible.

### **3.7 Parents**

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Parents are expected to:

- Ensure the regular and punctual attendance of their child at 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 ABSENCES**

Parents/carers 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 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 The 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 the school year, the named person with responsibility for pupils with health needs will notify the LA, who will take responsibility for the pupil 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 pupils' absence. For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital. The LA will set up a personal education plan (PEP) for the pupils which will allow the school, the LA 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 the school.

The school will only remove a pupil who is unable to attend the 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 the school before ceasing to be of compulsory school age; either 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 the 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 THE RESPONSIBILITIES OF THE SCHOOL**

##### **5.1 If the school makes arrangements**

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Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

- The pastoral support manager at each key stage with the SENCO will be responsible for making arrangements for provision for pupils not able to attend school because of medical needs and will be the named person who liaises with the LA
- The school will provide materials for an appropriate programme of work and work plans. These will be posted for pupils on the school's

learning platform google classroom. This will include some access to live teaching where possible.

- Allocated learning mentor will monitor the flow of work to the pupil.
- Subject teachers are responsible for assessing and returning work to the pupil.
- Ensure that updated medical evidence is provided at least on a termly basis.
- Maintain a plan which evidences progress towards return to school,
- Provide a suitable area for the pupil to work within school where necessary
- Ensure all relevant staff are kept informed.
- Where necessary ensure appropriate arrangements, including entry and invigilation are made for examinations.
- Organise careers interviews
- The pastoral support manager at the relevant key stage will put together and agree a reintegration plan with the pupil and their parents/carers. This will be supported by advice and evidence from medical professionals where appropriate.
- Ensure all pupils who are unable to attend school are kept up-to-date about school events.
- Where possible facilitate interaction with peers via video/google classroom etc.
- reintegration into school; ensure that pupils who are unable to attend school, are kept informed about school social events, are able to participate, for example, in homework clubs, study support and other activities; encourage and facilitate liaison with peers, for example, through visits and videos

## **5.2 If the local authority makes arrangements**

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If the school can't make suitable arrangements, the pupil's home local authority become responsible for arranging suitable education for individual pupils. This is most likely to happen when:

- there is a medical evidence from a medical consultant stating that the pupil is unable to access school (despite the school support being put in place):

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 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

## **6 MONITORING ARRANGEMENTS**

This policy will be reviewed annually by the Curriculum Committee. At every review, it will be approved by the full governing board.

## **7 LINKS TO OTHER POLICIES**

This policy links to the following policies:

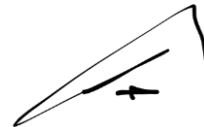
- Accessibility plan
- Supporting pupils with medical conditions

## **8 RATIFICATION**

This Policy has been approved by the Headteacher and the Curriculum Committee of the Governing Body in June 2023, and was ratified by the Full Governing Body in July 2023.



Mrs S O'Donovan  
Headteacher



Mr Glen Hodgson  
Chair of Governors

## APPENDIX 1: FLOWCHART ILLUSTRATING THE PROCESS OF SUPPORTING CHILDREN AND YOUNG PEOPLE WITH MEDICAL NEEDS

Source: LBHF: *Ensuring a good education for children/young people with long term medical needs in statutory education, 2018.*

