

# HILLSIDE SPECIALIST SCHOOL AND COLLEGE

## CHILDREN WITH HEALTH ISSUES WHO CANNOT ATTEND SCHOOL



**Presented to Governors – 22 March 2023**

**To be reviewed – March 2024**

## **Statement of Intent**

Hillside Specialist School and College aims to support the Local Authority in ensuring 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.

Some children may be admitted to hospital or are too poorly to attend school. Hillside Specialist School and College recognise that wherever 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 fit and well enough to do so.

We understand that we, as a school have a continuing role in a pupil's education whilst they are not in school and will work with families, the Local Authority and Healthcare professionals to ensure that all pupils with medical needs receive the correct level of support to enable them to maintain their links with their education provider.

## **Legal Framework**

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 (2013) "Ensuring a good education for children who cannot attend school because of health needs"
- DfE (2015) "Supporting pupils at school with medical conditions".

This policy operates in conjunction with the following school policies:

- Attendance policy
- Child Protection and Safeguarding policy
- Children Missing Education policy
- Confidentiality policy

## **Local Authority Duties**

The Local Authority must arrange suitable full time education for children of compulsory school age, who, because of illness would not receive suitable education without such provision. The school has a duty to support the Local Authority in doing so.

The Local Authority should:

- Provide such education as soon as it's clear that a pupil will be away from school for fifteen 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 pupil. Ensure that education pupils received is of good quality, allows the pupil to take appropriate qualifications,

prevents them from falling behind their peers and allows them to reintegrate successfully back into school as soon as possible.

- Address the needs of individual pupils in arranging provision.
- 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.

The Local Authority should not:

- Have policies or processes 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 on 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 a child going without suitable education provision.

## **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
- Emotional difficulties or school refusal
- Terminal illness
- Progressive conditions.

## **Roles and Responsibilities**

**The Governing Board 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.

**The Headteacher is responsible for:**

- Working with the Governing Board 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 the 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 focusses on and meets the needs of the individual.
- Arranging appropriate training for staff with responsibility for supporting pupils with medical 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 annual reports to the Governing Board 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.

**The Assistant Headteachers are responsible for:**

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Keeping families informed of school events and encouraging communication where appropriate with their peers.
- Providing a link between pupils, their parents and the Local Authority.

**Teachers and Support Staff are responsible for:**

- Understanding and maintaining 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.
- Understand 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 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 School.

**Parents are expected to:**

- Ensure regular 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.

**Managing absences:**

- Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- Absence due to illness will be authorised unless 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 fifteen school days by liaising with the pupils parents to arrange school work 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 be in excess of fifteen school days either in one absence or over the course of the 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 appointed named member of staff will liaise with the Local Authority regarding the programme that should be followed while the pupils is in hospital.
- The Local Authority will set up a Personal Education Plan (PEP) for the pupil.
- 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 that it is unlikely they will be fit to attend school before ceasing to be of compulsory school age; and
  - Neither the pupil nor the parent has indicated to the school the intention to continue to attend the school after ceasing compulsory school age.
- A pupil unable to attend school because of their medical need will not be removed from the school roll without parental consent.

## **Support for pupils**

Where a pupil has a complex or long term health issue, the school will:

- Discuss the pupils needs and how these may be best met with the Local Authority, relevant medical professionals, parents and, where appropriate, the pupil. The Local Authority expects the school to support pupils with health needs to attend full time education wherever possible, or for the school to make reasonable adjustments to ensure a pupil can maintain attendance where possible.
- Ensure pupils who are admitted to Hospital will receive education as determined appropriate by the medical professionals and Hospital tuition team at the Hospital concerned.
- Ensure a pupil is able to attend school following a period of absence with the relevant adaptations.
- Ensure pupils not attending school due to parental anxiety are encouraged back to school as soon as they feel able to do so.
- Provide updates on what is happening in school, through newsletters, emails, telephone conversations.
- Ensure that any safeguarding concerns are logged on CPOMS which is monitored by the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads.

## **Reintegration**

When a pupil is considered well enough to return to school, the school will:

- Develop a reintegration plan with parents considering any reasonable adjustments needed to provide suitable access to school and the curriculum.
- Ensure that after a longer absence a reintegration plan is developed nearer the likely return date so as to avoid unnecessary pressure for pupils and parents in the early stages of their absence.
- Agree a preferred pace of return for pupils, parents and staff.
- Ensure information is shared with key staff in advance of reintegration.
- Ensure that all information regarding health needs are kept up to date, working in conjunction with parents and medical professionals.
- Ensure a welcoming environment is developed and encourage staff and pupils to be positive in their welcome.

## **Training**

- Staff will be trained in a timely manner to assist with a pupil's return to school.
- Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.
- Healthcare professionals will be involved to agree the level of training required.

## **Record Keeping**

- All medicines administered to pupils will be recorded as per the Medicines in School policy.
- Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.
- All records will be maintained in line with the Records Management Policy.

## **Review**

- This policy will be reviewed by the Governing Board on an annual basis.
- Any changes to this policy will be communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.

To be read in conjunction with the Remote Education Policy.