

Shirley Heath Junior School



Children with health needs who cannot attend school policy May 2024

Approved Date	May 2024
Review Date	May 2025

Children with Health Needs Who Cannot Attend School Policy

Aims:

Shirley Heath Junior School 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 understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LAs, 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. Individual cases, which can be complex, will be discussed with our Education Welfare Officer, who can provide additional support and guidance.

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.

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'

Definitions:

Children who are unable to attend school because of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- 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:** a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- **Home tuition:** a service that acts 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 (such as The Triple Crown Centre) that provide education for children unable to attend their registered school due to their medical needs.

ROLES AND RESPONSIBILITIES

The Governing Body is responsible for:

- Ensuring arrangements for students who cannot attend Shirley Heath Junior School as a result of their medical needs are in place and are effectively implemented.
- Ensuring the timely review of the arrangements made for students who cannot attend Shirley Heath Junior 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.

The Headteacher is responsible for:

- Working with the Governing Body to ensure compliance with the relevant statutory duties when supporting students 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 students' health needs are fully understood by all those involved and acted upon.
- Appointing named members of staff who are responsible for students with healthcare needs and liaise with parents, students, the LA, key workers and others involved in the student's care.
- Ensuring the support put in place focusses on and meets the needs of individual students.
- Arranging appropriate training for staff with responsibility for supporting students with health needs.
- 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.
- Providing reports to the Governing Body on the effectiveness of the arrangements in place to meet the health needs of students.
- Notifying the LA when a student is likely to be away from Shirley Heath Junior School for a significant period of time due to their health needs.

The Pastoral Manager in collaboration with the EWO, is responsible for:

- Gathering medical evidence to explain the absence.
- Dealing with students who are unable to attend Shirley Heath Junior School because of medical needs.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of students' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring students 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 the required training.
- Ensuring they are aware of the needs of their students through the appropriate and lawful sharing of the individual students' 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 Shirley Heath Junior School.

Parents are responsible for:

- Ensure the regular and punctual attendance of their child at Shirley Heath Junior School where possible.
- Work in partnership with Shirley Heath Junior School to ensure the best possible outcomes for their child.
- Notify Shirley Heath Junior School of the reason for any of their child's absences without delay.
- Provide Shirley Heath Junior 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 Shirley Heath Junior School on the first day their child is unable to attend due to illness. Absences due to illness will be authorised unless Shirley Heath Junior School has genuine cause for concern about the authenticity of the illness. Shirley Heath Junior School will provide support to students who are absent from Shirley Heath Junior School because of illness for a period of less than 15 school days by liaising with the student's parents to arrange schoolwork as soon as the student is able to cope with it or part-time education at Shirley Heath Junior School. Shirley Heath Junior School 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 Shirley Heath Junior School year, the relevant person will notify the LA, who will take responsibility for the student and their education.

Where absences are anticipated or known in advance, Shirley Heath Junior School will liaise with the LA to enable education provision to be provided from the start of the students' absence. For hospital admissions, the appointed named member of staff will liaise with the hospital regarding the programme that should be followed while the student is in hospital. If necessary, school will set up a Pastoral Support Plan (PSP) for the students which will allow Shirley Heath Junior School, the LA and the provider of the student's education to work together.

Shirley Heath Junior School will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at Shirley Heath Junior School. Shirley Heath Junior School will only remove a student who is unable to attend Shirley Heath Junior School because of additional health needs from the school roll where:

- The student has been certified by a Medical Officer as unlikely to be in a fit state of health to attend Shirley Heath Junior School before ceasing to be of compulsory school age; and
- A student unable to attend Shirley Heath Junior School because of their health needs will not be removed from Shirley Heath Junior School register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the student's education.

SUPPORT FOR STUDENTS

Where a student has a complex or long-term health issue, Shirley Heath Junior School will discuss the students' needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student. The LA expects Shirley Heath Junior School to support students with health needs to attend full-time education wherever possible, or for Shirley Heath Junior School to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments. Shirley Heath Junior School will make reasonable adjustments under students' individual healthcare plans 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, Shirley Heath Junior School will work with the provider of the student's education to establish and maintain regular communication and effective outcomes.

Whilst a student is away from Shirley Heath Junior School, Shirley Heath Junior School will work with the LA to ensure the student can successfully remain in touch with Shirley Heath Junior School using the following methods:

- Shirley Heath Junior School newsletters
- Emails
- Invitations to Shirley Heath Junior School events
- Cards or letters from peers and staff
- Where appropriate, Shirley Heath Junior School will provide the student's education provider with relevant information, curriculum materials and resources.

To help ensure a student with additional health needs is able to attend Shirley Heath Junior School following an extended period of time, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the named staff member
- Access to additional support in Shirley Heath Junior School
- Online access to the curriculum from home
- Movement of lessons to more accessible rooms
- Places to rest at Shirley Heath Junior School
- Special exam arrangements to manage anxiety or fatigue

REINTEGRATION

When a student is considered well enough to return to school, and medical advice suggests this is appropriate, Shirley Heath Junior School will develop a tailored reintegration plan in collaboration with the LA. Shirley Heath Junior School will work with the LA 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 student will be able to access the curriculum and materials that they would have used in school.

If appropriate, the school nurse will be involved in the development of the student'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 student. Shirley Heath Junior School will consider whether any reasonable adjustments need to be made to provide suitable access to Shirley Heath Junior School and the curriculum for the student.

For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents in the early stages of their absence.

Shirley Heath Junior School is aware that some students will need gradual reintegration over a long period of time and will always consult with the student, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

The reintegration plan will include:

- Details of social contacts, including the involvement of peers and mentors during the transition period.
- Shirley Heath Junior School will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period.
- Following reintegration, Shirley Heath Junior School will support the LA in seeking feedback from the student regarding the effectiveness of the process.

INFORMATION SHARING

It is essential that all information about students with health needs is kept up-to-date. To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the student and their parent in advance of being used.

All teachers, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the agreed School procedures.

Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.

RECORD KEEPING

In accordance with the Supporting Students with Medical Conditions Policy, written records will be kept of all medicines administered to students. Proper record keeping protects both staff and students and provides evidence that agreed procedures have been followed.

TRAINING

Staff will be trained in a timely manner to assist with a student's return to school. Once a student's return date has been confirmed, staff will be provided with relevant training before the student's anticipated return.

Healthcare professionals should be involved in identifying and agreeing with Shirley Heath Junior School the type and level of training required. Training will be sufficient to ensure staff are confident in their ability to support students with additional health needs.

Parents of students with additional health needs may provide specific advice but will not be the sole trainer of staff.

EXAMINATIONS AND ASSESSMENTS

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.

Relevant assessment information will be provided to the alternative provision provider if required. Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible.

MONITORING ARRANGEMENTS

This policy will be reviewed annually by the Head Teacher. At every review, it will be approved by the full governing body.

LINKS TO OTHER POLICIES

- Accessibility plan
- Supporting pupils with medical conditions
- Attendance Policy
- Safeguarding Children policy
- SEND Policy