

# **Peacehaven Community School**

## **Children with health needs who cannot attend school policy**

### **Document Management**

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## Contents

1 . Aims	2
2. Legislation and guidance	2
3. The responsibilities of the school	3
4. Monitoring arrangements	7
5. Links to other policies	7, 8

### 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 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](#).

It is also based on guidance provided by our local authority [4. Advice & guidance - medical needs](#). This policy complies with our funding agreement and articles of association.

### 3. The responsibilities of the school

If a child has been absent from school for 15 consecutive days and a paediatrician can confirm that this absence is due to ill health, the child can get help to keep up with their learning at home. This cannot act as a long-term alternative to mainstream education, and the pupil should return to school once they are able. Throughout this period, schools continue to be responsible for the care and education of their pupils.

If the child is too ill to return to school they will need to be educated by the Teaching and Learning Provision. For more information, please contact the Teaching and Learning Provision. Children educated at home

If a child is being educated at home, by the parent's choice, the school that the child was attending will need to notify the Teaching and Learning Provision.

Please follow the below link to the East Sussex County Council website: [Support for children too sick to attend school](#)

### 3.1

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

- A Pastoral Manager will communicate with the family and coordinate work with class teachers.
- Online work will be provided as an immediate response and where IT access is an issue work packs will be collected and handed to the family.
- The Pastoral Team will liaise with the family regarding a student completing work if they are hospitalised and establish if the hospital is providing access to their education provision.
- The Pastoral team or Attendance Officer will maintain weekly contact.
- When a student is ready to be re-integrated back to school a review meeting will be set up to discuss a Health Care Plan and review any amendments to the timetable.
- If attendance falls below 90% and if appropriate the school will allocate an Attendance Officer to support the family.

## ROLES AND RESPONSIBILITIES

- **The Local 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.
  - Approving and reviewing this policy on an annual basis.
  
- **The Headteacher is responsible for:**
  - Working with the Local 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 Local Governance Committee 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.
- **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 medical needs.
    - Attend meetings to discuss how support for their child should be planned.

## **REINTEGRATION**

- When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.
- The 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 child 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 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.
  - Details of social contacts, including the involvement of peers and mentors during the transition period.
  - A programme of small goals leading up to reintegration.
  - Follow up procedures.
- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.
- Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

## 3.2

If the local authority makes arrangements If the school can't make suitable arrangements, East Sussex Local Education Authority will become responsible for arranging suitable education for these children.

- The school will make a referral to the Team Around the School and Setting (TASS) when the child's attendance falls below 85%.
- The school may make a referral earlier where external support is appropriate.
- On receipt of medical evidence, suggesting a child is too unwell to attend school from a consultant, the school will make a referral to the Teaching and Learning Provision (TLP) a service of ISEND.
- If the student qualifies for provision, the TLP will arrange an initial meeting with an adviser to discuss home/school provision. A member of the staff from the school will also support this meeting.
- The school and TLP will always work collaboratively and review each case 6 weekly to support any transition back to the school environment. 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. Please follow the link to the East Sussex County Council website: [Support for children too sick to attend school](#)

## **INFORMATION SHARING**

- It is essential that all information about pupils with health needs is kept up-to-date.
- To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used.
- All teachers, TAs, 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 Academy procedures.
- Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:
  - Ensure this policy and other relevant policies are easily available and accessible.
  - Provide the pupil and their parents with a copy of the policy on information sharing.
  - Ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
  - Consider how friendship groups and peers may be able to assist pupils with health needs.
  - When a pupil is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

## **RECORD KEEPING**

- In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils.
- 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.

## TRAINING

- Staff will be trained in a timely manner to assist with a pupil's return to school.
- Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return.
- Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.
- 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.

## 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 pupils 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.

### 4. Monitoring arrangements

This policy will be reviewed annually by the SENDCo, Ashley Curcio. At every review, it will be approved by the full governing board.

### 5. Links to other policies

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 [Trust policies](#):

- Attendance Policy

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

## **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 school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.