

Thurlton Primary School

Children with Health Needs who Cannot Attend School.



Policy Consultation & Review

This policy is referred to in our School Prospectus, is available on request from the School Office and is also on our website.

This policy will be reviewed in full by the Governing Body on an annual basis.

This policy was reviewed and ratified by the Governing Body on: 1.3.2021

Signature *Ms Hambley* Headteacher Date: 1.3.2021

Signature *J Howell* Chair of Governors Date: 1.3.2021

At Thurlton Primary School we aim to ensure all pupils 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.

We recognise that due to the nature of their health needs, some pupils may be admitted to hospital or placed in alternative forms of education provision

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.

We understand we have a continuing role in a pupil's education whilst they are not attending school and will work with the Local Authority, healthcare partners, external agencies and families to ensure that all pupils with medical needs receive the right level of support to enable them to maintain links with their education and to keep them safe.

DEFINITIONS

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

- Physical health issues.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Chronic illnesses.
- Physical injuries.
- Progressive conditions.
- Terminal 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 tuition 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: local authority establishments that provide education for children unable to attend their registered school due to their medical needs.

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

THE RESPONSIBILITIES OF THE SCHOOL

IF THE SCHOOL MAKES ARRANGEMENTS

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

Clarion Academy Trust has overall strategic responsibility. However, in most cases these will be devolved to the Local Governing Bodies (LGB), as and when appropriate.

The **Governors** are 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 health 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 there are robust systems in place for dealing with health emergencies and critical incidents, for both on and off-site activities.
- Ensuring that the staff with responsibility for supporting pupils with health needs are appropriately trained.

The **Headteacher** is responsible for:

- Working with the LGB to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with Parents/Carers 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/Carers, 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.
- Providing staff 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 Governors 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 **Headteacher/SENDCo** is responsible for:

- Dealing with pupils who are unable to attend school because of health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the class teacher, education providers and Parents/Carers to determine pupils' programmes of study whilst they are absent from school.
- Keeping Parents/Carers informed about school events and encouraging communication with the pupils peers.
- Providing a link between pupils and their Parents/Carers and the local authority.

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/Carers 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 health needs.
- Attend meetings to discuss how support for their child should be planned.

If the school can't make suitable arrangements, **Norfolk Children's Services** will become responsible for arranging suitable education for these pupils. In such cases the school will:

- Work constructively with the local authority, providers, relevant agencies and Parents/Carers 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.

MANAGING ABSENCES

Parents 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/Carers to arrange schoolwork 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 Parents/Carers 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 Headteacher/SENDCo will notify the LA, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the Headteacher/SENDCo will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.

For hospital admissions, Headteacher/SENDCo 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 pupil 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 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 by an appropriately qualified medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; •

A pupil unable to attend 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.

REINTEGRATION

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the Parents/Carers and Norfolk Children's Services

- The school will work with the Norfolk Children's Services 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 pupil will be able to access the curriculum and materials that they would have used in school.
- Where 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 Headteacher/SENDCo 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/Carers 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 Parents/Carers and 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.

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

SUPPORT FOR PUPILS

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, Parents/Carers and, where appropriate, the pupil. The LA 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 pupils' programmes of study where medical evidence supports the need for those adjustments.

The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the ***Supporting Pupils with Medical Conditions Policy***. Pupils 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 school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes. Where there are safeguarding concerns around the pupil's welfare the school will ensure regular contact with the pupil through either telephone or email contact.

Thurlton Primary School understands that where a pupil is educated using alternative provision, that in line with Keeping Children Safe in Education (KCSiE), it is the school's responsibility to establish that the provider has undertaken the necessary safeguarding requirements to keep children safe. Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school by using the following methods. This might include email contact, invitations to school events or newsletters. Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.

To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the Headteacher/SENDCo.
- Access to additional support in school.
- Online access to the curriculum from home.
- Movement of lessons to more accessible rooms where possible.
- Places to rest at 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 briefings will be agreed with the Parent/Carer in advance of their return. All staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the staff meetings or similar communication systems on a need to know basis. Parents/Carers 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.
- Ask Parents/Carers 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 Headteacher/SENDCo 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 school system

MONITORING ARRANGEMENTS

This policy will be reviewed annually and at every review it will be approved by Clarion Academy Trust.

LINKS TO OTHER POLICIES

This policy links to the following policies:

- Accessibility Plan
- Equalities Policy
- Supporting Pupils with Medical Conditions Policy

LEGISLATION AND STATUTORY GUIDANCE

This policy reflects the requirements of the [Education Act 1996](#).

It also based on guidance provided by our Local Authority.

This policy complies with our funding agreement and articles of association.