

# Thurlton Primary School

## Children with Health Needs who cannot attend School



### Policy Consultation & Review

This statutory policy is available from the School Office and is on our website.

Signature

Headteacher

Date: 04-03-2024

Signature

Chair of Governors

Date: 04-03-2024

<b>Approved by:</b>	The Local Governing Board	<b>Date:</b> 04-03-2024
<b>Last reviewed on:</b>	01-03-2021	
<b>Next review due by:</b>	March 2025	
<b>Based on the model policy from the Key</b>		

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### 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](#).

It is also based on guidance provided by our local authority: [Health needs - Schools \(norfolk.gov.uk\)](#)

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

### 3. Responsibilities of the school

#### 3.1 If the school makes the 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 are in place and are effectively implemented. for pupils who cannot attend school due to their medical needs.
- Ensuring the review of 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 staff with responsibility for supporting pupils with health needs are appropriately trained.

The **Headteacher** is responsible for:

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- Working with the LGB to ensure compliance with the 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 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 supporting pupils with health needs with relevant information relating to the condition and possible effects of it 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 LA will take responsibility for the pupil and their education for absences that are expected to last for 15 or more school days.
- Liaising with the LA to enable education provision to be provided from the start of the pupil's absence, where absences are anticipated or known in advance.
- Liaising with the LA regarding the programme to be followed while a pupil is in hospital.

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.
- 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)

- 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
- 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.

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.
- Give due consideration to which aspects of the curriculum are prioritised in consultation with Parents/Carers and relevant members of staff.
- Monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.

**Parents** are expected to:

- Inform the school in good time of any planned or expected absence from school
- Contact the school on the first day of absence and inform the school of the expected period of absence and an anticipated date of reintegration
- 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, up-to-date information about their child's health needs.
- Attend meetings to discuss how support for their child should be planned.

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

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

The school will only remove a pupil 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 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.

- School will work with Norfolk Children's Services when reintegration is anticipated to plan for consistent provision during and after the period of education outside 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.

A 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.

## **4. Monitoring arrangements**

This statutory policy will be reviewed annually by the head teacher. At every review, it will be approved by the local governing board.

## **5. This policy links to the following :**

Accessibility plan

Supporting pupils with medical conditions policy