



### **Aims**

This policy aims to ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to a diagnosed medical health need.
- Pupils, staff and parents understand what the school is responsible for when this education is being provided by the relevant local authority.

### **1. Legislation and guidance**

This policy reflects the requirements of the Education Act 1996.

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

### **2. The responsibilities of the school**

#### **3.1 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.

- The Year Leader 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 and cannot be resolved, work packs will be collected and handed to the family.
- The Year Leader, and if necessary, the Learning Support Department, 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 which could include; Assistant Head (Pastoral), Year leader, Tutor, Pastoral Support Manager, or Learning Support will maintain weekly contact in the event that a student is working from home for a prolonged period of time. If appropriate a learning mentor will be allocated to the student. The Year Leader will nominate the person most appropriate for this weekly contact.
- When a student is ready to be re-integrated back to school a review meeting will be set up by the Year Leader with relevant key staff, including the Office Manager, to discuss an Individual Health Care Plan (IHCP) and to review any amendments to the timetable (See Appendix A)



- If attendance falls below 90% and **if appropriate** the school will liaise with Educational Welfare to support the family.

### 2.2 If the local authority makes arrangements

If the school can't make suitable arrangements, the relevant local authority is expected to be responsible for arranging suitable education for these children.

- The school will make a referral to the local authority when all interventions by the school have failed to effect a change in attendance, or whereby the relevant health condition means that an improvement in attendance is unlikely to occur.
- This would be done through the single point of access (SPA) and/or Educational Welfare and/or the relevant SEND department.
- The school would look for the LA to provide some home tuition/medical tuition through the

relevant service. 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.



### 3. Monitoring arrangements

This policy will be reviewed annually by the Deputy Headteacher i/c Learning Support & Inclusion, Designated Safeguarding Lead, Office Manager and the Assistant Headteacher (pastoral).

### 4. Links to other policies

This policy links to the following policies:

- Equality Policy
- Accessibility Plan and Action Plan
- Medical Conditions at School Policy

**Policy Review Due:** March, 2025

**Review Cycle:** Annual



#### Appendix A:

The following should be considered when a review meeting occurs prior to a reintegration back into school. All relevant information will be uploaded to the Health Background section of a young person's file on Bromcom/MCAS and this will form the basis for the IHCP.

- A description of medical needs and details of a young person's symptoms, triggers, signs, environmental issues, treatments, equipment or devices, etc.
- Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision
- Any daily care requirements
- Any specific support for the young person's educational, social and emotional needs
- A description of what constitutes an emergency, if appropriate, and the action to take if this occurs
- Staff training needed/undertaken – who, what, when
- Any other pertinent information, such as consultant information, outpatient clinics etc.