



# Children with Health Needs Who Cannot Attend School

Responsibility	Students, Parents and Community	
Status	Statutory	
Ratification date	05 03 2024	
Review cycle / date	1	Spring 2025
Reference	090	

The school has a detailed Risk Register which the trust board uses to monitor and measure the impact of its decisions as well as informing its planning.

To ensure that Risk Management permeates the working of the trust board, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the “likeliness” and “impact” level for the appropriate risks.

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## 1. Aims

This policy aims to ensure that:

- Suitable education is arranged for students on roll who cannot attend school due to health needs
- Students, 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 is based on the following legislations:

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

It is also based on the following statutory guidance from the Department for Education (DfE):

- [Alternative Provision](#)
- [Arranging education for children who cannot attend school because of health needs](#)

This policy also follows guidance as provided by the local authority:

- [Supporting students at school with medical conditions](#)
- [Alternative Provision Policy](#)

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

## 3 Responsibilities of the school

### 3.1 If our school makes the arrangements

Where possible, the child's health needs should be managed by the home school so that they can continue to be educated there with support, and without the need for the intervention of the local authority.

Initially, our school will attempt to make arrangements to deliver the same high standard of education for children with health needs who cannot attend school.

Where a student has a complex or long-term health issue, RTS will discuss the student's needs and how these may be best met with the Local Authority, relevant medical professionals, parents/carers and, where appropriate, the student.

The Local Authority expects all schools to support students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.

RTS will make reasonable adjustments under students' Individual Health Care Plans (IHCPs), 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, RTS 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 school, RTS will work with the Local Authority to ensure the student can successfully remain in touch using the following methods:

- School newsletters
- Parental emails including information about events
- Cards or letters from peers and staff
- Google Classroom

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

- A personalised or part-time timetable, drafted in consultation with the named staff member and reviewed regularly
- Access to additional support
- Online access to the curriculum from home
- Use of the lift to make lessons more accessible
- Place to rest via 'The Hub' as part of a planned timetable, drafted in consultation with the named member of staff and reviewed regularly
- Special exam arrangements to manage anxiety or fatigue.

When a child is admitted to hospital, RTS will liaise with the teaching service to inform them of the curriculum areas the student should be covering during their absence. Where possible, RTS will plan the educational programme of the student with the service provider, taking account (as appropriate) of the medical condition, treatment, effects of medication, therapeutic programmes provided and the duration of absence from school.

RTS will aim to ensure maximum continuity of education for the student by providing:

- Medium-term planning (Curriculum Overviews)
- Lesson resources via Google Classroom
- Access to other appropriate resources from time to time
- Information relating to the student's ability, progress to date, assessment data, SATS's results and special educational needs.

Where practical, RTS will host review meetings termly as the student remains on the school roll. Where students have recurrent admissions or have a planned admission to hospital, RTS will aim to provide a pack of work for the student to take into hospital with them.

RTS will work with relevant professionals, the parents/carers and the student themselves to plan a gradual and sensitively orchestrated reintegration into school.

RTS should expect to receive regular reports and assessment of student progress from the service provider during the student's absence and a folder of work on return to school.

The Head Teacher, or delegate, usually through the liaison member of staff, will ensure that all relevant staff are aware of a student's absence and of their responsibility towards maintaining continuity of education for the student.

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

If our school cannot make suitable arrangements, or if it is clear that a child will be away from school for 15 days (consecutive or over the course of the year) or more because of their health needs, Achieving for Children (for students living within the Richmond Borough) will become responsible for arranging suitable education for these children.

When the local authority arranges alternative education, the education should begin as soon as possible, and at the latest by the 6<sup>th</sup> day of the child's absence from school.

Where full-time education is not in the child's best interest for reasons relating to their physical or mental health, the local authority must arrange part-time education on whatever basis it considers to be in the child's best interests.

The local authority states that alternative provision will be made available for the following:

- Children of compulsory school age (5-16) who are unable to attend school due to illness or other reasons. Education should be provided as soon as it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative. Medical (or other) evidence should be provided by an appropriate professional such as a medical, CAMHS consultant or educational psychologist. For referrals relating to health needs where supporting medical (or other) evidence is not quickly available due to extensive service assessment waiting times, consideration will be given to other medical professional evidence, such as that provided by the child's GP.
- Evidence must clearly state that, due to illness or other reasons the child is unable to attend school and set out the reasons why and where possible the expected time period of the condition and absence from school. If a child is under the care of CAMHS, there is an expectation that CAMHS practitioners will form part of the multi-agency, 'team around the child' (TAC), and support education professionals with advice and guidance and offer relevant timescales for regular alternative provision reviews which they attend and support.

RTS is able to refer a child to the local authority (Richmond):

- Through completion of the Malden Oaks or EISS referral form as soon as it is known that the child is unable to attend school due to illness or other reasons.
- Provide supporting evidence from the NHS or Consultant (or appropriate professional if the referral is for 'other reasons')

In cases where the local authority makes the arrangements, our school will:

- Provide to the local authority, at agreed intervals, the full name and address of any pupils of compulsory school age who are not attending school regularly due to their health needs
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the child
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the child and that it is providing suitable education

- Share information with the local authority and relevant health services as required
- When a child has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the child's needs (e.g. through individual support, arranging alternative provision or by them remaining at school, being supported at home and back into school after each absence)
- Where possible, allow the child to take examinations at the same time as their peers, and work with the local authority to support this
- Help make sure 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 child to access the same curriculum and materials that they would have used in school as far as possible, including through digital resources
- Enable the child to stay in touch with school life (e.g. through newsletters, emails, digital learning platforms, social media platforms, invitations to school events or internet links to lessons from their school), and, where appropriate, through educational visits
- Create individually tailored reintegration plans for each child returning to school, which includes extra support to fill any gaps arising from the absence
- Consider whether any reasonable adjustments need to be made

#### **4 Monitoring arrangements**

This policy will be reviewed annually by the Deputy Head Teacher responsible for Student Wellbeing and School's SENCO will monitor this policy with the support of the Wellbeing Team.

At every review, it will be approved by the full trust board.

#### **5. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions