

**“As unique individuals, we do our best at work and play for the love of God and others.”**



**St Benedict's Catholic Primary School**

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

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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 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](#).

### 3. 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 Head Teacher and SENDCo will be responsible for making and monitoring these arrangements

- Arrangements to continue education might include sending work home, liaising with hospital schools.
- When the pupil is ready to return to school, we will liaise with parents and health professionals and take advice about the best way to reintegrate the pupil to school. This might include a phased return or part-time timetable if it is in the pupil's best interest.

#### 3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, Cheshire East will become responsible for arranging suitable education for these children.

**Procedure for referral:** (As detailed in the Cheshire East policy)

The school will be responsible for referring pupils to the Medical Needs Team, by completing form MN1, once:

- A pupil has been absent for 15 days with illness or the school is aware that the pupil will be absent e.g. after a planned medical procedure;
- A pupil's attendance is less than 50% **and** they have an identified medical need; or
- They have been in hospital and are not well enough to return to school immediately.

This application must be supported by medical confirmation from one of the following health professionals:

- Consultant Paediatrician or Adolescent Psychiatrist;
- Consultant Child Psychiatrist;
- Hospital Consultant

On receipt of the completed forms the Cheshire East allocation panel will consider the request at its next meeting. The panel will inform the school of its decision and if accepted will allocate a lead teacher who will be the link between the school and the Medical Needs Team.

### Initial meeting (as detailed in the Cheshire East Policy)

Once support has been agreed **the school** should chair and document a planning meeting **prior to the commencement of** medical needs tuition to ensure effective joint working and appropriate education provision for the pupil. Where appropriate the school must consider initiating a CAF (Common Assessment Framework), which will ensure that the pupil and their family are able to access such early help support that may be relevant given their medical needs.

The Initial meeting should involve the pupil, parent / carer, appropriate school staff, the lead teacher from the Medical Needs Team and representatives of all the other agencies involved e.g. CAMHS, Family Support and School Health.

The meeting should decide:

- an agreed **education support plan** including how other agencies will contribute to an integrated support plan for the pupil;
- the approximate duration of the period of tuition (based on current medical information received);
- the subjects to be taught (Core Subjects/Levels);
- a named link with school and named subject links and contact details;
- resources to be provided by the school;
- the venue for tuition – at home; combination of home & school; any alternative venue such as community centre (to include risk assessment)
- examination entries (if appropriate);
- the responsibilities of parents during education provision;
- the terms and conditions for continued support of the medical needs service;
- a reintegration plan;
- the date of review meeting (not more than 6 weeks from the beginning of tuition)

Once this meeting has taken place additional teachers may be allocated and tuition will begin.

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

## **Responsibilities**

**The school** retains funding for the pupil and so remains responsible for:

- Organising planning and review meetings;
- Ensuring that a named member of staff regularly liaises with the Medical Needs Team/attends half termly target setting and review meetings/facilitates and supports any planned reintegration programme;
- Ensuring half-termly work plans are available in all National Curriculum (NC) subjects which the pupil would normally be studying. Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group;
- Providing the Medical Education Team with appropriate learning resources to assist the pupil to learn and the teacher to teach;
- Ensuring the pupil and teachers have access, if appropriate, to the school virtual learning environment or other on-line learning opportunities e.g. My Maths;
- Exam entry fees;
- Making arrangements for public examinations and NC tests **including provision of invigilators**;
- Assessment & marking of coursework;
- Career interviews and guidance;
- Work experience placements and. ensuring that the pupil's attendance registration certificate is maintained in an accurate and timely manner;
- Ensuring the pupil remains part of school life, by e.g. sending home any information on activities, parents' evenings, school plays/concerts, etc.by facilitating contact where appropriate with school friends and members of the school staff;
- Planning appropriate reintegration strategies and informing colleagues;
- Issues related to a pupil's special educational needs;
- Ensuring that MN4 reports from the Medical Needs Team are sent to the appropriate subject staff to aid planning and to the attendance lead for accurate coding on the attendance register;
- Effective use of any Pupil Premium allocation.

**Parents/carers** will be responsible for:

- Ensuring their child attends the agreed provision;
- Providing a suitable work space in line with the signed parental agreement;
- Supervising work set by the service outside of tuition hours and ensuring self study and work set by the tutor is completed;
- Attending planning and review meetings at school;
- Co-operating with the agreed reintegration programme;
- Ensuring that their child attends appointments with the health services and participates in any therapeutic programme they offer;
- Keeping school and the Medical Needs Team up-to-date with new information around the health of their child.

## **Reintegration**

It is in the long-term interest of the pupil to return to school or an identified alternative provision as soon as possible and the review process seeks to identify the appropriate time for this to happen for those with short-term medical needs.

Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group

## 4. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher. At every review, it will be approved by the full governing board.

## 5. Links to other policies

This policy links to the following policies:

- Accessibility plan
  - Supporting pupils with medical conditions
  - Cheshire East Medical Needs Tuition Policy