Lode Heath School

Name of Policy	**Children with health needs who cannot attend school policy**
Lead	**Mr N Hayfield and A Mohammed**
Governor Committee	**BSII Committee**
Date Last Reviewed	**May 2026**
Review Frequency	**Annual**
Annual Review Date	**May 2027**

Contents

1. Objective 3

2. Legislation and guidance 3

3. Local Authority Duties 3

4. Definitions 4

5. Roles and Responsibilities 5

6. Managing absences 6

7. Support for Students 7

8. Reintegration 8

9. Information Sharing 9

10.Record Keeping 9

11.Training 9

12.Examinations and Assessments 9

1. Objective

This policy aims to ensure that:

- Suitable education is arranged for students on roll who cannot attend school due to health needs
- Student, 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 has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following Lode Heath School policies:

- Child Protection and Safeguarding Policies
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy

3. Local Authority Duties

The Local Authority must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. Lode Heath School has a duty to support the Local Authority in doing so.

The Local Authority should:

- Provide such education as soon as it is clear that a student will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging provision for the student.
- Ensure the education students receive is of a good quality, allows them to take appropriate qualifications, prevent them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible
- Address the needs of individual students in arranging provision
- Have a named officer responsible for the education of children with additional health needs and ensure parents/ carers know who this is
- Have a written, publicly accessible policy statement on their arrangement to comply with their legal duty towards children with additional health needs

- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

The Local Authority should not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost
- Have policies based upon the percentage of time a child is able to attend school rather than whether the child is receiving a suitable education during that attendance
- Have a list of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

4. Definitions

Lode Heath School aims to support the Local Authority and ensure that all children who 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.

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

- Physical health issues
- Physical injuries
- Mental health problems, including anxiety issues
- Emotions difficulties or school refusal
- Progressive conditions
- Terminal illnesses
- Chronic 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**: many Local Authorities have home tuition services that act a communication channel between schools and students on occasions where students are too ill to attend school and are receiving specialist medical treatment
- **Medical PRUs**: these are Local Authority establishments that provide education for children unable to attend their registered school due to their medical needs.

5. Roles and Responsibilities

The Governing Body is responsible for:

- Ensuring arrangements for students 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 students who cannot attend school due to their medical needs
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students are clear and understood by all
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on and off-site activities
- Ensuring staff with responsibility for supporting students with medical needs are appropriately trained
- Approving and reviewing this policy on an annual basis.

The Associate Headteacher and/or the designated senior leader is responsible for:

- Working with the Governing Body to ensure compliance with the relevant statutory duties when supporting students 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 students' health needs are fully understood by those involved and acted upon
- Appointing a named member of staff who is responsible for students with healthcare needs and liaises with parents/ carers, students, the Local Authority, key worker and others involved in the student's care
- Ensuring the support in place focuses on and meets the needs of individual students
- Arranging appropriate training for staff with responsibility for supporting students with health needs
- Providing teachers who support students with health needs with suitable information relating to a student's health condition and the possible effect the condition and/or medication taken has on the student
- Providing reports for the Governing Body on the effectiveness of the arrangements in place to meet the health needs of students where appropriate
- Notifying the Local Authority when a student is likely to be away from the school for a significant period of time due to their health needs.

Named member of staff. They are responsible for:

- Dealing with students who are unable to attend school because of medical needs
- Actively monitor student's progress and reintegration into school
- Supplying students' education providers with information about the child's capabilities, progress and outcomes
- Liaising with the appropriate staff, education providers and parents/ carers to determine students' programmes of study whilst they are absent from school

- Keeping students informed about school events and encouraging communication with their peers
- Providing a link between students, parents/ carers and the Local Authority.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of students' health needs
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring students are not excluded from activities that they wish to take part in without a clear-evidenced based reason
- Understanding their role in supporting students with health needs and ensuring they attend the required training
- Ensuring they are aware of the signs, symptoms and triggers 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 impacting them whilst in school.

Parents/ carers are expected to:

- Ensure the regular and punctual attendance of their child at school where possible
- Work in partnership with school to ensure the best possible outcomes for their child
- Notify school if the reason for any of their child's absences without delay
- Provide school with sufficient and up-to-date information about their child's medical needs
- Attend meeting to discuss how support for their child should be planned.

6. Managing absences

- Parents/ carers are advised to contact 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 students who are absent from school because of illness for a period of less than 15 school days. Lode Heath School will liaise with the student's parents/ carers to arrange schoolwork as soon as the student is able to cope with it or part-time education at school. School will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff

For periods of absence that are expected to last for 15 or more school days, either one absence or over the course of a school year, the named person with responsibility for students with health needs will notify the Local Authority, who will take responsibility for the student and their education

- Where absences are anticipated or known in advance, the school will liaise with the Local Authority to enable education provision to be provided from the start of the student's absence
- For hospital admissions, the appointed named member of staff will liaise with the Local Authority regarding the programme that should be followed while the student is in hospital

- The Local Authority will set up a Personal Education Plan (PEP) for the student to allow the school, the Local Authority and the provider of the student's education to work together
- School will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school
- School will only remove a student who is unable to attend school because of additional health needs from the school roll whether:
- The student has been certified by a Medical Officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
- Neither the student nor their parent/ carer has indicated to school the intention to continue to attend school, after ceasing to be of compulsory school age
- A student unable to attend school because of their health needs will not be removed from school register without parental consent and certification from the Medical Officer, even if the Local Authority has become responsible for the student's education.

7. Support for Students

- Where a student has a complex or long-term health issue, school 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 the school to support students with health needs to attend full-time education wherever possible, or the school to make reasonable adjustments to students' timetable/curriculum where medical evidence supports the need for those adjustments
- School will make reasonable adjustments under students' Educational Health Care Plans (EHCPS) or individual healthcare plans (IHCPs), in accordance with the Special Education Needs and Disability 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, school 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, school with work with the Local Authority to ensure the student can successfully remain in touch with school using the following methods:

    - STARS Newsletters
    - Emails
    - Invitations to school events
    - Teams / Synergy
    - Where appropriate – cards or letters from peers and staff

Where appropriate, school will provide the student's education provider with relevant information, curriculum material and resources, including laptops and online material

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

- A personalised or part-time timetable, drafted in consultation with the named staff member
- Access to additional support in school
- Online access to the curriculum from home
- Where appropriate, movement of lessons to more accessible rooms
- Designated places to rest at school
- Special exam arrangements to manage anxiety or fatigue (medical evidence needed)

8. Reintegration

- When a student is considered well enough to return to school, school will develop a tailored reintegration plan in collaboration the Local Authority
- School will work with the Local Authority when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside of school
- As far as possible, the student will be able to access the curriculum and materials that they would have used in school
- If appropriate, the school nurse/medical assistant will be involved in the development of the student's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the student
- School will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the student
- For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents/ carers in the early stages of their absence
- School is aware that some students will need gradual reintegration over a long period of time and will always consult with the student, their parents/ carers and key staff about concerns, medical issues, timing and the preferred pace of return

The reintegration plan will include:

- The date for planned reintegration
- Details of regular meeting to discuss reintegration
- Details of the named member of staff who has responsibility for the student
- Clearly stated responsibilities
- Details of social contact, including the involvement of peers and mentors during the transition period
- Setting of small goals leading up to reintegration
- Follow up procedure

- School will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period

- The reintegration will be monitored carefully and reviewed under Plan, Do, Review (SEND Code of Practice)

9. Information Sharing

- It is essential that all information about students with health needs is kept up-to-date
- To protect confidentiality, all information-sharing techniques will adhere to Data Protection Policy
- All teachers, teaching assistants, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the agreed school procedures
- Parents/ carers will be made aware of their own rights and responsibilities regarding confidentiality and information sharing
- When a student is discharged from hospital or is returning from other education provision, school will ensure the appropriate information is received to allow for a smooth return to school. The named member of staff will liaise with hospital or other tuition service as appropriate.

10. Record Keeping

- Records will be kept of all medicines administered to students
- Accurate and efficient record keeping safeguards both students and staff and provides evidence that agreed procedures have been followed
- All records will be maintained in line with Lode Heath School Policy

11. Training

- Staff will be trained in a timely manner to assist with a student returning to school
- Once a student's return date has been confirmed, staff will be provided with relevant training before the student's anticipated return
- Healthcare professionals should be involved in identifying and agreeing with school the type and level of training require
- Training will be sufficient to ensure staff are confident in their ability to support students with additional health needs
- Parents/ carers of children with additional health needs may provide specific advice but will not be the sole trainer of staff

12. Examinations and Assessments

- The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate
- Relevant assessment information will be provided to the alternative provision provider if required
- Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted via the SENCO, or the Local

Authority if more appropriate. These applications will be time sensitive and will be done as soon as possible.