

CLIFTONVILLE PRIMARY AND PRE-SCHOOL



Independence Safe and Settled Resilience Respect Aspiration Learning Community

OUR MISSION

As an outstanding school we will inspire children to achieve more than they ever believed possible

OUR VISION

That every member of our school community is challenged and supported to be the very best they can be

That through our high-quality learning experiences & curriculum we will improve the life-chances of our children

That we educate the whole child so they can thrive in a changing world
Children with health needs who cannot attend school policy

Approved by:	Headteacher	Date: September 2024
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Statement of intent

Cliftonville Primary and Pre School aims to ensure that all pupils who are unable to attend school due to medical needs continue to receive the same high standard of education, including physical education, and attend as many school trips as their medical condition allows.

Due to the nature of their health needs, however, some pupils may be admitted to hospital or placed in alternative forms of education provision and unable to attend school as normal. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to help reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all pupils with medical needs receive the right level of support to enable them to maintain links with the school.

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. Legal framework

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
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Arranging education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'Working together to improve school attendance'

This policy operates in conjunction with the following school policies:

- Attendance and Absence Policy
- Child Protection and Safeguarding Policy
- Children Missing from Education Policy
- Pupil Confidentiality Policy
- Data Protection Policy
- Remote Education Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

It also based on guidance provided by our local authority. <https://www.kelsi.org.uk/special-education-needs/special-educational-needs/supporting-pupils-at-school-with-medical-conditions>

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

3. The responsibilities of the school

Roles and responsibilities

The governing board will be responsible for:

- Ensuring there is a schedule of regular updates on the arrangements made for pupils who cannot attend the school due to their medical needs.

- Ensuring the roles and responsibilities of those involved in any school-based arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents where a pupil with health needs is able to, or partially able to, attend school and/or extra-curricular activities.
- Ensuring a suitable member of staff is assigned responsibility for the education of pupils with additional health needs to be a point of contact for the LA and parents.
- Ensuring staff with responsibility for supporting pupils with additional health needs are appropriately trained.
- Approving and reviewing this policy on an **annual** basis.

The headteacher will be responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting pupils with additional health needs.
- Working collaboratively with the LA, parents and other professionals, as necessary, to develop any school-based arrangements to meet the needs of pupils.
- Ensuring any school-based arrangements put 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 additional health needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Ensuring any school-based support put in place focusses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with additional health needs who are attending school, or attend school part-time.
- Providing teachers who support pupils with additional health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing **annual** reports to the governing board on the effectiveness of any school-based arrangements in place to meet the needs of pupils of pupils who cannot attend school due to health needs if necessary.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

The named member of staff will be responsible for:

- The management of any pupils registered at the school who are unable to fully attend school because of their health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying any LA-arranged education providers with information about pupils' capabilities, progress and outcomes.
- Liaising with the headteacher, LA-arranged education providers, and parents to help determine pupils' programmes of study whilst they are absent from school, where necessary.

- Keeping pupils who are being educated by LA-arranged education providers informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, the school, and LA where necessary.

Staff will be responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing school-based activities, including lessons, in a way that allows pupils with additional 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 any school-based support for pupils with additional health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of individual pupils' health needs.
- Keeping parents informed of how their child's health needs are affecting them whilst in school-based education.

Parents will be expected to:

- Ensure, where school-based provision is in place, the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school, LA and any LA-arranged provision to ensure the best possible outcomes for their child.
- Notify the school, or the relevant education provider, of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how any school-based support, including reintegration, for their child should be planned.

3.1 If the school makes arrangements

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.

Pupils with continuing health needs will have an IHP which is subject to regular review and assessment. Where a pupil's needs amount to ongoing SEND, an EHC plan may be more appropriate to meet their long-term needs. Where a pupil has an EHC plan and an IHP, both plans will be reviewed alongside each other.

Medical evidence will be used where available to best understand a pupil's needs and identify the most suitable provision. Where specific medical evidence is not readily available, the school will consider liaising with other medical practitioners and other sources of evidence to ensure appropriate provision can be arranged as soon as possible.

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

The school will make reasonable adjustments under pupils' IHPs, in accordance with the Supporting Pupils with Medical Conditions Policy.

Pupils 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, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.

The use of digital resources will be considered to support learning and complement face-to-face education, where appropriate. Digital resources will only be used in accordance with the pupil's needs. Staff will follow procedures set out in the Remote Education Policy.

Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with the school using the following methods:

- **Digital learning platforms**
- **School newsletters**
- **Social media platforms**
- **Emails**
- **Invitations to school events**
- **Cards or letters from peers and staff**

Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources. The school will strive to achieve effective collaboration between relevant services to ensure continuity of provision and consistency of curriculum.

Provision for pupils will support their individual needs to overcome barriers to attainment and achievement, giving equal consideration to their pastoral needs to allow them to prosper in the education system. Consideration will be given to the pupil's personal, social and emotional needs to allow them to feel fully included in the school community, maintain contacts with classmates and have access to the same opportunities.

To help ensure a pupil with additional health needs is able to attend school 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**
- **Access to additional support in school**
- **Online access to the curriculum from home**
- **Movement of lessons to more accessible rooms**
- **Places to rest at school**
- **Special test arrangements to manage anxiety or fatigue**

The school will ensure that pupils are involved in decision-making as much as possible, in accordance with the pupil's age and maturity, to help ensure that the right provision is offered and encourage their commitment and engagement.

Alongside the LA, the provision offered to a pupil will be regularly reviewed by the school to ensure it continues to be appropriate for the pupil's needs and that suitable education is being provided. The review process will seek input from:

- The pupil.

- Parents.
- Relevant agencies and medical practitioners, where possible.
- The LA SEND team, where the pupil has an EHC plan.

The SLT link will liaise with parents/carers to put in place suitable arrangements to ensure the best continuity of learning possible.

The SLT link will monitor arrangements between home and school, including liaison with Year Group Leaders and teachers.

The SLT link may delegate some tasks related to homeschooling to the parent support workers.

Year group leaders and class teachers will ensure that appropriate work is sent home or sent to hospital schools where this is relevant. This will be monitored supported by the SLT link.

Reintegration

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.

During a lengthy absence, a reintegration plan will be developed near to the likely date of return to avoid putting unsuitable pressure on an ill pupil in the early stages of their absence.

- The SLT link will also be responsible for ensuring a supported reintegration of the pupil back into school after an extended period of illness. Again, this will include close liaison with parents/carers, attendance lead, Year group leaders, teachers and the LA.
- When a pupil returns to school after an extended period of absence due to ill health, the year team and parent support workers will closely monitor the pupil for one school term and support their settling back into their learning and school life.
- Should the pupil require further support, the school will make the necessary referrals, either to in-school support programmes or outside agencies. Again, this will be done in consultation with parents/carers.
- If 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 appointed named member of staff, 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 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 pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

The 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.
- Follow-up procedures.

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, the LA (Kent- KCC) will become responsible for arranging suitable education for these children.

The school will make a referral to the Local Authority's Kent Health Needs Education Service. This service should accept and act on their following criteria:

- Medical needs are such that the young person has missed 15 days of schooling (consecutive or cumulative).
- The young person's health has significantly reduced their ability to access their home school full time and this is reflected in their attendance record.
- A senior medical professional (such as a consultant, mental health practitioner etc) is providing support, diagnosis and/or advice. This applies to students whose cases are managed by hospitals within Kent as well as in more specialist hospitals in London and across the country; **Please Note:** GP referral is not sufficient.
- A change in medical advice or medication has meant that a young person requires increased medical review, intervention, support or flexibility to allow them to attend education full time.
- Health need can mean either physical health need, or mental health condition meaning it is disrupting the young person's ability to attend school full time
- A young person has been discharged from tier 4 Mental Health Service services and requires on-going support before full time reintegration to school.
- When further dialogue post-referral is required between KHNES and schools there may be the need for further discussion with medical professionals to ensure correct decisions are reached in the best interest of all young people.

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

4. Record Keeping

- In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils.
- Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed.
- All records will be maintained and kept centrally- uploaded to CPOMS according to our policy.

5. Training

Healthcare professionals will be involved in identifying and agreeing with the school the type and level of training required. Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.

Staff will be trained in a timely manner to assist with a pupil's return to school.

Once a pupil's return date has been confirmed, staff will be provided with relevant training **one week** before the pupil's anticipated return.

Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

6. Monitoring arrangements

This policy will be reviewed annually by Headteacher and Leadership team. At every review, it will be approved by the full governing board.

7. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions
- SEND policy

8. Definitions

"Children with health needs" are children of compulsory school age who are unable to attend school as a result of their medical needs. These medical needs include:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.

- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Children who are unable to attend mainstream education for health reasons may attend or participate in any of the following:

- **Hospital school** – a school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- **Home tuition** – many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- **Medical PRUs** – these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

For the purpose of this policy, “**school-based support**” in relation to supporting pupils with additional health needs may include:

- Day-to-day support offered at school where the pupil is able to attend as normal.
- Support given to pupils who are absent from school because of illness for a period of less than 15 school days, whether consecutive or cumulative.
- Any educational or extra-curricular provision as requested by the LA as part of its arrangements for pupils who cannot attend school full-time, e.g. where the pupil attends school part-time as an arranged part of their full-time education provision.
- As part of their reintegration into normal school attendance following a period of absence or part-time attendance due to health needs.

“**LA-arranged education**”, for the purpose of this policy, is defined as education provision arranged by the LA where the pupil cannot attend school full time due to medical reasons for a period of 15 school days or more, whether consecutive or cumulative.