

Headteacher
Deputy Headteacher
Assistant Headteacher
SENCo

Phone: 01772 532468

Email: audrey.swann@lancashire.gov.uk

Our ref:

Date: 29/03/17

Dear Colleagues

From 18 April 2017 the process for requesting support for pupils with significant medical needs, who require educational provision for a period provided by the Local Authority under Section 19, will change.

- **Requests are to be submitted to a central mailbox :**
sssmedicalreferrals@lancashire.gov.uk
- **Requests to be accompanied by the admissions form of the area Short Stay School/PRU (available from the school website) and appropriate medical evidence**
- **Regular panels will be held to assess and approve each referral**
- **Referral for provision will then be made to the area provider/PRU**
- **Confirmation of approval and provider will be sent to the referrer-school/medical practitioner**

The purpose of the change is to better meet the needs of pupils with significant medical needs unable to be met for a period of time in their home school and to ensure greater equality of access and consistency of this provision across the county.

The Statutory Guidance for Providing Good Education for Pupils with Medical Needs states that the majority of pupils, who experience medical needs, are best provided for within their home school, with appropriate adjustments. There will be some pupils whose medical needs will be so significant that they will be unable to access education in their home school and may require education off-site for a period. This should be for the shortest appropriate time to prevent pupils losing their links with friends and to reduce the impact on their progress and attainment. Pupils will be dual rolled with the provider, with their home school remaining the main school.

Requests need to be supported by medical evidence from a relevant senior medical practitioner with knowledge of the pupil's medical needs, diagnosis and prognosis.

Progress needs to be regularly reviewed by the school, provider and medical practitioners with clear plans for a return to the home school.

Audrey Swann

Head of Alternative Provision • School Improvement Service • 58-60 Guildhall Street • Preston • PR1 3NU

2/...

If there is a disagreement at any point on the timing of reintegration into the home school, the Local Authority will adjudicate and assess if the case continues to meet the criteria for provision under Section 19.

The [Request for Approval for a Local Authority Commissioned Medical Place at a Short Stay School Form](#) can be downloaded here and is available from https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3327&pageid=8945&e=e#anchor228695 and click on *Children Looked After and Alternative Provision*. The completed form should be submitted to sssmedicalreferrals@lancashire.gov.uk via the Portal or secure email.

Please note this means as of 18 April 2017 medical referrals will no longer go directly to SSS.

The Panel dates for the summer term 2017 are:

- Friday 21 April 2017
- Friday 05 May 2017
- Friday 19 May 2017
- Friday 09 June 2017
- Friday 23 June 2017
- Friday 07 July 2017

Thank you

Regards

Audrey Swann

Contact: Audrey Swann - Head of Alternative Provision
audrey.swann@lancashire.gov.uk

Panel Members:

Deborah Lawrence
01282 804803
deborah.lawrence@lancashire.gov.uk

Louise Whitaker
07789 927972
louise.whitaker@lancashire.gov.uk