



# The MAST Academy Trust

<b>Policy</b>	Medical Referrals Policy	
<b>Owner</b>	The Mast Executive Administrator	
<b>Date approved</b>	14 <sup>th</sup> June 2022	
<b>Approver</b>	Trust Board	

<b>Current version</b>	V4.0
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<b>Next review due</b>	Summer 2023
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## Objective of Policy

To outline the process and procedures the schools within the Mast Academy Trust will take in relation to medical referrals and to children who cannot attend school due to health needs.

The Medical referrals policy has been adopted from the Ethos Academy Trust (pupil referrals in Kirklees) Medical Referrals Policy 2016 as provide by them to the Mast Academy Trust March 2020.

Version Control	
Version Number	Summary of amends from previous version
2.0	Review of policy. Amendments based on the Ethos Academy Trust policy (pupil referrals body for Kirklees schools)
3.0	Annual review

Sign off requirements	
Approvers	Position
Standards and Effectiveness Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO The MAST
Liz Godman	Trustee

Section Number	Content	Page Number
1.0	Introduction	3
2.0	The statutory framework	3
3.0	Aim	4
4.0	Referral to the Ethos Academy trust	4
5.0	Action required to initiate a referral	5
6.0	Reintegration	7
7.0	References	8

## **1,0 Introduction**

This policy, adopted by the Mast Academy Trust in its entirety, sets out the Kirklees LA standards for the education of children and young people who are unable to attend school because of health needs. The authority recognises that all children and young people are entitled to an education of high quality and is committed to ensuring that the needs of this vulnerable group of learners are met.

We recognise that there is a shared responsibility between the local authority, schools and partner agencies to successfully implement this policy. It is centred on high quality integrated service provision in order to promote better outcomes for this cohort of children and young people.

## **2.0 The Statutory Framework**

In December 2015 the Department for Education published statutory guidance entitled 'Supporting pupils with medical conditions', this guidance, in addition to the DFE document 'Ensuring a good education for children who cannot attend school' Jan 2013 replaces the previous guidance 'Access to Education for Children and Young People with Medical Needs' (2001). It provides comprehensive guidance to local authorities and related services. Roles and responsibilities, including those of the local authority and school, are outlined in detail. This policy should be read alongside this guidance and any future relevant guidance.

Educational Provision for pupils, who are physically ill, injured or who have clinically defined mental health problems is the responsibility of all schools and education services. Particular provision is made through the Pupil Referral Service in this authority. From time to time schools or other agencies need to seek support from the Pupil Referral Service for pupils who are temporarily unable to attend mainstream school because of their health.

- Long term sick children (absence of 15+ school days or recurrent conditions where attendance at school is intermittent)
- Pregnant schoolgirls or mothers of school age

At all times the pupil remains the responsibility of the school where they are on roll. Some Key Stage 4 pupils have been allocated full time placements at the Ethos College however they remain on the referring school's roll and reintegration is always considered at review meetings.

### 3.0 Aim

The aim of Ethos Academy Trust is to reintegrate pupils back into mainstream education at the most appropriate time.

The term school will be used to refer to schools or academies.

In the interim, for all medical needs pupils within Ethos Academy Trust there is a need for the school and Ethos Academy Trust to work together to provide a suitable education. This should be full – time or as much education as the young person’s health condition allows. This is an efficient education suitable to the age, ability, aptitude and to any special needs the child or young person may have. “The law does not define full-time – Pg 6 para 2. The important thing is the young person “should be able to access suitable and flexible education appropriate to their needs” – page 6 para 6. Ethos Academy Trust provision is organised on an individual basis, based upon medical advice and in most cases centres on one to one tuition and therefore will not equate to full time within a school as acknowledged within the Guidance: “one to one tuition.....hours of provision could be fewer as the provision is more concentrated” - Guidance page 6 paragraph 2

Ethos Academy Trust, with the home school, aim to provide continuity of learning and to ensure improved access to quality education, “the same range and quality of education as they would have experienced at their home school.” - Guidance page 6 paragraph 5. It is important that pupils remain engaged in learning and that their risk of social isolation is minimized. The home school and Ethos Academy Trust will work together to ensure the young person maintains contact with school via “school newsletters, emails, invitations to school events or internet links” including links to lessons - Guidance page 9 paragraph 23.

Online learning tools can be used to support the learner’s education. The learner should, where available, have access to ICT equipment and to the school’s intranet and internet. However, this will not be used in isolation and should complement face to face education. In Ethos Academy Trust we are committed to working in partnership with schools, parents/carers and all other relevant services and agencies to ensure that the impact of absence on the individual pupil’s educational progress is minimized. Alongside the pupil’s mainstream school it is important to develop or improve links with other agencies in order to support their educational opportunity and, where relevant, to assist a successful transition to post-sixteen placements.

### 4.0 Referral to Ethos Academy Trust

Referral to Ethos Academy Trust originates from:

1. the pupil’s mainstream school and should be supported by appropriate medical advice or;
2. the Children Missing from Education Team if the young person is not on the roll of a mainstream school. Referrals for this support are made via Ethos Academy Trust’s Single Point of Referral: see link below:

<http://www.eat.uk.com>

It is important that the referral is supported by medical evidence as neither the school nor Ethos Academy Trust should sanction absence inappropriately or work contrary to the medical professionals’ advice. The school and the LA will work closely with the medical

professionals and the young person's family to obtain and consider the evidence. Effective liaison with medical professionals will ensure that there is a minimum of delay in starting appropriate support.

When it is identified that provision from the LA is required then it is important that it is arranged as quickly as possible and it appropriately meets the needs of the young person, including obtaining guidance on the right amount of education the young person can access given their medical condition.

Pregnancy and parenthood is not a valid reason for a young person to be excluded from school. A pupil of statutory school age who is pregnant has every right to be in school, providing that her health permits, until her labour starts and should be supported to return to school after the birth. There are sometimes exceptions where a full time medical placement may be allocated from December 2015 all dual registered.

Kirklees LA is responsible for ensuring that there is a named senior officer with responsibility for the provision of education for children and young people who are unable to attend school because of medical needs. In this authority the officer is Mandy Cameron (Deputy Assistant Director - Learning and Skills: Vulnerable Children and Groups).

## **5.0 Action required to initiate a referral**

If a school is concerned about a pupil:

- With a potentially long-term medical condition or a recurrent condition leading to intermittent, extensive periods of absence
- Who is in hospital or is due to go in to hospital and is likely to be absent from school following this for a significant period of time
- Who is pregnant and may have an interrupted education

Then a referral form should be submitted to Ethos Academy Trust. Schools or parents can contact Ethos Academy Trust's Referrals Manager or one of the head teachers of the relevant Key Stage Service to discuss their concerns or ask for advice prior to referral. If the pupil is to be home taught following a stay in hospital then tuition may well start before the SPR is discussed or done by the school as the hospital staff concerned will provide medical advice and contact Ethos Academy Trust directly in order to provide seamless provision.

Parental consent to the referral should be obtained as Ethos Academy Trust staff will need permission to obtain the appropriate medical advice. Ethos Academy Trust will seek advice re the young person's medical condition, whether they are unable to attend school, whether they are fit enough to receive education and any limitations, a proposed/estimated date for a return to school and whether this is likely to be part time in the first instance.

If the concern is about a young person who is refusing to attend school without supporting clinical advice then the school should initially refer to the Attendance and Pupil Support Team who will support with strategies and advise with regard to the way forward for the particular case and may advise seeking a GP's opinion and the involvement of the relevant Child Health Service.

If the medical advice supports provision then the school or CME will then need to complete the SPR form as soon as is possible. Following panel or a hospital referral the relevant Ethos Academy Trust staff will activate the request and make arrangements with school and parents for tuition to start.

Meetings, when appropriate, should be convened by the young person's school for all involved parties to discuss, plan and review the most appropriate provision and draw up a support plan for the young person. These meetings should include:

- Parent/carer and young person (if appropriate)
- School staff – i.e. the “named person” for pupils with health needs or SENCO as appropriate, a middle leader – the personnel need to be in a position to make time table and funding decisions.
- A representative from Ethos Academy Trust
- Representatives from other agencies, e.g. APSO, EP, CAMHS, Medical Practitioner, Social Services, as appropriate.

In certain cases a meeting is not possible or practical prior to provision starting and then it is important that the school hold a planning meeting with Ethos Academy Trust as soon as possible and other professionals involved to collect relevant information to inform the support plan and the educational provision.

The pupil and parent/carer's consent should be obtained at referral stage. It is essential they see the placement as a positive step towards returning to mainstream school wherever possible. There will always be an initial home visit by Ethos Academy Trust staff to discuss provision.

The school should hold, chair and minute the planning meeting.

If the Single Point of Referral Panel allocate Ethos Academy Trust provision then the relevant Ethos Academy Trust staff will activate the request and make arrangements for tuition to start:

[http://www2.kirklees.gov.uk/childrenandfamilies/learning/documents/subjects/Pupil\\_Referral\\_Service/Single-Point-Referral/Related-Documents/Guidance-to-Schools-Documents.pdf](http://www2.kirklees.gov.uk/childrenandfamilies/learning/documents/subjects/Pupil_Referral_Service/Single-Point-Referral/Related-Documents/Guidance-to-Schools-Documents.pdf)

The meeting should also decide:

- Venue for tuition – home, local library, hospital, Children's centre or elsewhere
- Estimated duration of period of tuition
- Expected contribution from school – teaching, IT links, distance learning and social links for young person
- How to meet the young person's social and emotional needs, for example ensuring that learners feel fully part of their school community, are able to stay in contact with classmates, be fully invited to school events and have access to opportunities enjoyed by their peers.
- A named person from school will be identified to maintain links with the pupil
- Contributions from Ethos Academy Trust and other agencies as part of an integrated support programme for the pupil.
- Plan for eventual reintegration.
- Date of review meeting(s) to review and update the support plan - half termly if a long term condition or recurrent.

The pupil remains on roll – dual registered with the school (main) and Ethos Academy Trust (subsidiary).

The school retains funding and is responsible for:

- Supplying information and data as requested on Ethos Academy Trust's referral form
- Ensuring the programme of study and relevant resources are provided with particular emphasis on Maths, English and Science. Successful reintegration depends upon the pupil feeling confident that they have covered a similar programme of work to their peer group.
- Providing IT links, distance learning and social links for young person
- The loan of appropriate resource materials
- Marking and assessing controlled assessments
- Making arrangements for external examinations
- Informing other agencies of any alterations to the agreed provision and support plan
- Calling and hosting half-termly review and reintegration meetings

Learners will be supported by both their home school and Ethos Academy Trust to sit Key Stage tests and public examinations. It is the school's responsibility to ensure learners are prepared for and entered for public examinations and national tests, and should meet all the fees associated with this process. Special arrangements for taking external examinations should be discussed and agreed at regular meetings.

Ethos Academy Trust becomes responsible for:

- In partnership with school drawing up the initial support plan with parents and the young person
- To support the school in providing as broad and balanced a curriculum as is appropriate and relevant to the individual
- Support the school to ensure regular reporting outlining the pupil's progress and achievements in line with the school's policy
- Two way liaison with the school to provide accurate attendance records
- Support half-termly review meetings to discuss progress and suitability of provision
- In partnership with school implement a programme of reintegration
- Ensuring Ethos Academy Trust staff receive appropriate in-service training
- Ethos Academy Trust will be quality assured through the Ofsted inspection process.

A review meeting to discuss provision will be called if a young person fails to make themselves available for tuition on a regular basis without valid reason or if the circumstances of the original referral change significantly. In such circumstances Ethos Academy Trust may request up to date medical advice.

## **6.0 Reintegration**

Together, the schools of Kirklees and Ethos Academy Trust vice in line with Kirklees Equality Policy should also make reasonable adjustments to alleviate disadvantage faced by disabled children, and plan to increase disabled children's access to their premises and their curriculum.

Reintegration is dependent upon medical advice and therefore the reintegration meeting date may be subject to revision.

Once advice is obtained then reintegration can take place. For some young people this may require adjustments to account for areas of physical difficulty or cater for other special educational needs and so the school will call a reintegration meeting to devise and/or implement appropriate plans. This should identify a named person in school to support the reintegration. If a phased return is planned then a clear timetable of attendance should be agreed.

For school age parents a reintegration meeting date will be set after the birth. This should be held at the home school and the purpose is to put an appropriate plan of support in place including a named person and a realistic timetable that will allow for catch up and homework to be completed in school hours if necessary.

## **7.0 Reference:**

Ensuring a good education for children who cannot attend school because of health needs. DfE January 2013.

This policy is in line with the requirements that each local authority publish a policy detailing standards, procedures and responsibilities for those pupils unable to attend school due to health medical needs. In line with Section 19 of the Education Act 1996 we have a duty to:

“ make arrangements for provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them.”

This policy sets out the roles and responsibilities of the local authority, schools and the relevant alternative education service provider.

This policy should be read in conjunction with the following policies:

- Equalities Policy and statement
- Health and Safety Policy
- Accessibility plan

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