

Children with health needs who cannot attend school policy

Tottington High School



**TOTTINGTON**  
**HIGH SCHOOL**  
Excellence Through Partnership



<b>Approved by:</b>	J Foster	<b>Date:</b> 08 July 2022
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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](#).

It also based on guidance provided by our local authority. This policy complies with our funding agreement and articles of association.

### 3. The responsibilities of the school

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Schools must have a medical policy reflecting statutory guidance (*Supporting Pupils at School with Medical Conditions December 2015*) and must nominate a named person who is responsible for supporting pupils with a medical need.

School must ensure they are working to meet the medical needs of pupils and, where appropriate, establish Individual Healthcare Plans (IHCP) for pupils to ensure they can engage in full-time education. With this, pupils should be referred to the SENCO and be categorised under K.

Should a pupil be unable to attend school due to medical needs, schools must notify the local authority when a pupil is absent for a continuous period of 15 days. However, the pupil **must** remain on the school roll.

The SENCO should liaise with the local authority and continue to review the Individual Health Care Plan that should have been put in place to support the pupil.

School remain responsible for all agreed examination entries and ensuring examination fees; arrangements should be made for pupils to sit GCSE examinations including invigilation & assessment of coursework.

If a child has an Education, Health & care Plan (EHCP), the SENCO must contact Bury SEN Team rather than refer for Home Tuition Service. Schools remain responsible for convening Annual Review meetings for those pupils who have an Educational Health Care Plan (EHCP).

### **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.

- Joanne Foster will be responsible for making and monitoring these arrangements
- Tottington High School will provide work via work packs, invites to electronic virtual learning packages , mentoring and home visits (if and where appropriate)
- An initial meeting with parents and children about these arrangements will be conducted, face to face where possible, with regular 4 weekly meetings as a minimum.
- From the review meetings plan will be devised to reintegrate pupils back into school

### **3.2 If the local authority makes arrangements**

If the school can't make suitable arrangements Bury Local Authority will become responsible for arranging suitable education for these children. (*Please see Appendix 1&2*)

#### **Responsibilities of the Local Authority**

Local Authorities have a duty set out in Section 19 of the Education Act 1996 and the DfE Statutory Guidance 'Ensuring a good education for children who cannot attend school because of health needs' (2013) to

'arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.'

This applies to children who are pupils in maintained schools, academies, free schools, special schools and independent schools.

The Equality Act 2010 also provides a context to Local Authority policies on education for children with medical needs and the need to comply with the equality duties.

The local authority will provide:

- A contact e-mail for all initial enquire to be sent:  
[hometuition@bury.gov.uk](mailto:hometuition@bury.gov.uk)
- A referral and tracking process for pupils who are absent from school for a period of 15 days, where the absence is caused by a medical condition.
- Support to school staff in monitoring & challenging pupil absence.
- Escalation to the case management panel to ensure the pupil is receiving a suitable education in line with statutory duties.
- When agreed by the case management panel, alternative provision and transport to any base other than the pupil's main base may be considered.
- Re-integration process that focuses on the child's physical & emotional health and education needs.

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. Monitoring arrangements**

This policy will be reviewed annually by Joanne Foster 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
- Attendance policy

#### **6. Appendices**

Appendix 1



## **ENSURING A GOOD EDUCATION FOR CHILDREN WHO CANNOT ATTEND SCHOOL BECAUSE OF HEALTH NEEDS POLICY**

### **Introduction**

Bury Council is committed to providing a good education to all pupils regardless of circumstances or settings. Where a pupil is unable to attend school for medical reasons the local authority will work alongside schools, health professionals and parents to provide an alternative provision which will meet a pupil's individual needs, including social, emotional and mental health needs and enable them to thrive and prosper in the education system.

Wherever possible the local authority would look at education provision being provided by school to ensure continuity for pupils. However, it is recognised that in some circumstances that is not possible and provision for such cases will be considered by a case management panel on an individual basis.

Where a pupil is unable to attend school for medical reasons the local authority will work alongside schools, health professionals and parents to provide an alternative provision, which will meet a pupil's individual needs, including social and emotional mental health needs, and enable them to thrive and prosper in the education system.

For the purposes of this policy pupils' medical needs can be broadly summarised as being of two types:

- Short-term affecting their participation in school activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support.

### **Responsibilities of schools**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Schools must have a medical policy reflecting statutory guidance (*Supporting Pupils at School with Medical Conditions December 2015*) and must nominate a named person who is responsible for supporting pupils with a medical need.



supporting-pupils-at-  
school-with-medical-

School must ensure they are working to meet the medical needs of pupils and, where appropriate, establish Individual Healthcare Plans (IHCP) for pupils to ensure they can engage in full-time education. With this, pupils should be referred to the SENCO and be categorised under K.

Should a pupil be unable to attend school due to medical needs, schools must notify the local authority when a pupil is absent for a continuous period of 15 days. However, the pupil **must** remain on the school roll.

The SENCO should liaise with the local authority and continue to review the Individual Health Care Plan that should have been put in place to support the pupil.

Schools remain responsible for all agreed examination entries and ensuring examination fees; arrangements should be made for pupils to sit GCSE examinations including invigilation & assessment of coursework.

If a child has an Education, Health & care Plan (EHCP), the SENCO must contact Bury SEN Team rather than refer for Home Tuition Service. Schools remain responsible for convening Annual Review meetings for those pupils who have an Educational Health Care Plan (EHCP).

### **Responsibilities of the Local Authority**

Local Authorities have a duty set out in Section 19 of the Education Act 1996 and the DfE Statutory Guidance 'Ensuring a good education for children who cannot attend school because of health needs' (2013) to

'arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.'

This applies to children who are pupils in maintained schools, academies, free schools, special schools and independent schools.



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The Equality Act 2010 also provides a context to Local Authority policies on education for children with medical needs and the need to comply with the equality duties.

The local authority will provide:

- A contact e-mail for all initial enquires to be sent:  
[hometuition@bury.gov.uk](mailto:hometuition@bury.gov.uk)

- A referral and tracking process for pupils who are absent from school for a period of 15 days, where the absence is caused by a medical condition.
- Support to school staff in monitoring & challenging pupil absence.
- Escalation to the case management panel to ensure the pupil is receiving a suitable education in line with statutory duties.
- When agreed by the case management panel, alternative provision and transport to any base other than the pupil's main base may be considered.
- Re-integration process that focuses on the child's physical & emotional health and education needs.

### **Role of Health**

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

### **Medical Needs Pathway (see Appendix)**

#### **Initial Referral**

Where a pupil is absent for a period of 15 days due to a medical condition, schools are required to notify the local authority tracking officer. All referrals should be made using the Referral Form (Appendix 2) and emailed to [hometuition@bury.gov.uk](mailto:hometuition@bury.gov.uk) All referrals should be accompanied by an individual health care plan (IHCP) and must be supported by medical confirmation from one of the following health professionals:

- Hospital Consultant
- Consultant Child Psychiatrist or Adolescent Psychiatrist

In some cases, the child's absence may be complex and the family may have involvement of a range of professionals. In this regard, any referral must include details of other professionals and arrangements for a multi-disciplinary team meeting

review. This may be via a Child in Need or Team Around the Family process. If these are not in place, schools are encouraged to discuss an Early Help Assessment with the family and ensure regular reviews are in place to support the child while absent from school.

Schools should have made reasonable steps to meet the short-term needs of the pupil. Education provision should continue to be provided by school where possible.

The aim will be to increase education provision so as to provide as much education as a pupil's health condition allows. Where a pupil requires alternative provision, the overall aim, in all cases, is to reintegrate pupils back into mainstream education as soon as possible, through an individually tailored reintegration plan.

Schools are also encouraged to discuss pupils who may meet this criteria with their Partnership colleagues to explore the needs of the pupil and gain additional advice, support or provision to meet the child's needs.

### **Local Authority Tracking**

Once the Tracking Officer receives notification of a pupil, this will be recorded on the pupil's record and the Inclusion Manager, Education Welfare Team Manager and EWO (if allocated to the school) will be notified in order to support the school in next steps.

The Education Welfare Team Manager will:

- Ensure school have completed an IHCP and that every effort is being made to enable the pupil to attend school. This may include an element of challenge.
- Ensure there is a date scheduled so that the IHCP is reviewed at least termly.
- Ensure that school have made reasonable adjustments to allow the pupil to access a suitable full time education (or as much as the child's health condition can manage) in line with DfE Statutory Guidance: Supporting pupils at school with medical conditions. This may include arrangements for school work being sent home for short periods of absence, a part-time time table or on-line learning.
- Monitor that the pupil's level of attendance is reviewed regularly and that appropriate codes are being used on the school register.
- Ensure that regular contact is made with the parent/carers and pupil, and that parental consent has been gained regarding referral for provision.



- Where a pupil's school attendance declines, or at the discretion of any professional involved in the IHCP who believes that the child may not be receiving suitable education in line with the law, the EWO will escalate the matter to the Medical Needs Panel.

### **Virtual School Caseload Meeting**

Where the Inclusion team, school staff or any other professional involved in the IHCP require further intervention by the local authority, the Education Welfare Team Manager will refer the case to the Virtual School Caseload Meeting. This panel will be made up of local authority education officers working in inclusion, SEN and Additional Needs.

The Virtual School Caseload Meeting will:

- consider evidence provided by school, parents and medical staff and any additional information that is submitted;
- determine whether any alternative provision should be provided on a temporary basis. The intention in all cases will be to reintegrate the pupil back into mainstream provision on a full time basis as soon as possible. Alternative provision may consist of home tuition, one to one tuition, on line learning and small group teaching in an alternative setting; and
- consider whether or not transport should be provided where placement is other than the pupil's main base.

The local authority may also consider recouping some or all of the per pupil basic entitlement funding received by the school to support any alternative provision that is agreed.

## Appendix 1

### Pathway for supporting pupils at school with medical conditions

Schools are made aware of a pupil with a medical condition from parent or health professional.

School to ensure they meet their statutory responsibilities as set out in the statutory guidance. This will involve liaising with Health professionals to develop an Individual Health Care Plan (IHCP). Within the ICHP school will need to establish if any absence relating to the medical condition is to be authorised or otherwise.

School must inform the Local Authority Tracking Officer when a pupil is absent for 15 days over any academic year if the absence relates to the medical condition. This information will be recorded By the Tracking Officer.

The Education Welfare Team Manager will be made aware of the pupil within 5 days by the tracking officer and will work with the EWO and school to ensure that:

- School have made reasonable adjustments to allow the pupil to access a full time education. This may include arrangements for school work being sent home for short periods of absence, part time timetable or on-line learning.
- That an IHCP is in place and has been written having taken the views of the health professional's parents / carers / pupils.
- There is a date scheduled so that the IHCP is reviewed at least 6 monthly
- The level of attendance is reviewed regularly.
- Regular contact is made with the parent/carers and pupil.

Where necessary, the case can be referred by the Education Welfare Manager to the virtual Caseload Meeting. The panel will consider each case on individual need and will allocate appropriate provision. The school will be invited to attend the panel meeting and be notified of the outcome.

## Appendix 2



### Medical Needs Referral Form (excluding pupils with EHCP)

<b>Who is eligible?</b> Any child who may be unable to attend an educational setting due to medical needs				
Name of child:				
Address of child:				
DoB:		Gender:		Home Language:
Ethnicity:		In Local Authority Care? Yes/No		
Does the child have an EHC Plan? Yes/No <i>If yes, do not proceed and please contact SEN Team</i>				
Does the child have an IHCP? Yes/No <i>If not, please explain why</i>				
Does the child have a Child in Need plan or Team Around the Child? <i>Please provide Social Worker or Lead professional contact details</i>				
Name and contact number of parent/carers: (and address if different to child)				

Name of School:		Year Group:	
Name of Referrer:		Date of Referral:	
School Contact Name:		Contact Tel No:	
Designation:			
Contact email:			

Action Taken prior to Referral:	
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Other agencies involved:	Currently involved	Name & Contact Details:		Currently involved	Name & Contact Details:
Physiotherapy			Chronic Fatigue Team		
Occupational Therapy			Educational Psychology Service		
School Nurse			Healthy Young Minds		
Community Paediatrician			Consultant		
Children and Young People in Care			SEN Assessment Team		
School Attendance Team			Behaviour Support Team		
Social Care			Additional Needs Team		
Other (please specify)			Young Carers		

**Reason for referral**

Medical (M)	
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Emotional (E)	
Other (O) eg Teenage pregnancy	

Diagnosis (if any):	
Diagnosed by:	
Date of Diagnosis:	
Expected Length of Absence:	

Why is this child unable to attend school?

Please provide details of the date for next review for the child:

Any other additional information to support your request:

Are there any known safeguarding concerns relating to this child, eg domestic violence? Yes/No  
If yes, please provide details:

Would there be any risk to any alternative provision being carried out in the home? Yes/ No  
If yes, please provide details:

**Academic information:**

**Early Years, KS1, KS2:**

Current curriculum levels:		
Reading	Writing	Maths
Is there any area of the curriculum you would like home tuition to focus on?		

**KS3:**

Current levels in:		
English	Maths	Science
Is there any area of the curriculum you would like home tuition to focus on?		

**KS4:**

Subject Options	Current Grade	Exam Board	Outstanding Coursework (Yes/No)




Is there any area of the curriculum you would like the alternative provision to focus on?

**Please attach supporting documentation:**

- Medical Diagnosis Letter by a senior Clinician or Consultant (we cannot always accept GP letters for specific diagnoses) & confirmation that the pupil is unable to attend school
- Attendance Certificate
- Individual Health Care Plan
- Confirmation that a CP, CIN or TAF is in place or that an Early Help Plan is being completed, should the child have complex needs
- Signed Parent Consent

NB: By signing this referral form, school agrees to provide age-appropriate, relevant work for the pupil for the duration of the alternative provision. Failure to provide this work in a timely manner may result in the postponement of the alternative provision.

Head Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental Consent:**

Data Protection: Your child's details are held in the Local Authority Specialist Service records. This information is treated as confidential in accordance with the Data Protection Act.

I give parent/carer consent:

- For the involvement of Bury specialist services
- For the above named child to be discussed with other appropriate professionals within Bury Children's Services
- For access to and sharing of records/documentation/information with other professionals who are involved with the above named child within the terms of confidentiality in accordance with the Data Protection Act
- The Virtual School Caseload meeting to request involvement from LA education services, for example Educational Psychology Service

Yes/No (please delete as appropriate)

Parental Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A signed copy of this form must be kept in school.**


**Please return by e-mail to: [hometuition@bury.gov.uk](mailto:hometuition@bury.gov.uk)**

For office use only:

Medical evidence	
Attendance certificate	
Safeguarding issues	
Confirmation of Reviews in place	

Referred to:	
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## Appendix 2

  <h3>Pupils on Reduced Timetables (including Flexi-Schooling)</h3> <h3>Guidance for Bury Schools</h3> <p>V2 2020</p>  <p>Andrew Simpson School Attendance &amp; Education Welfare Team Manager</p> <p><a href="http://www.bury.gov.uk">www.bury.gov.uk</a></p>	<p><b>Main principles</b></p> <p>All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. It is unlawful for a school to impose a reduced or part-time timetable.</p> <p>If a reduced timetable is appropriate for a pupil, it may only be used as a short-term measure towards achieving full reintegration and must be done as part of a formal agreement with parents/carers. It is important that parents/carers are consulted and can provide informed consent, as schools could be challenged in regard to unofficial exclusion.</p> <p>The pupil should have an agreed, written plan that outlines the revised timetable, the outcomes to be achieved and the timescale for reintegration to full-time education.</p> <p>Reduced timetable should not be in place for more than 6 weeks.</p> <p>The threat of exclusion must not be used to influence parents/carers to agree to a reduced timetable.</p> <p>Where a pupil is accessing alternative, supervised educational provision (AP), and they are receiving full time education either at the AP or in conjunction with attending school, they are not considered to be on a reduced timetable</p> <p>In some circumstances, a parent/carer may enquire about a reduced timetable, sometimes referred to as 'flexi-schooling'. This is where they wish to educate their child at home whilst also sending them to school part-time. Flexi-schooling is legally allowed, but must be with agreement of both parties and be seen as a benefit to the child. As with a school led reduced timetable, the child remains on roll and the school remains responsible for progress and attainment. In referencing, the term 'reduced timetable' shall be used to apply to any form of reduction in time in school, including flexi-school.</p> <p><b>Circumstances when a reduced timetable may be appropriate</b></p> <ul style="list-style-type: none"><li>• Where a medical condition prevents a pupil from attending full-time, taking due regard to statutory guidance on supporting such children to access full-time education.</li><li>• Where a pupil's social or emotional needs may be supported through a temporary reduction in their timetable whilst seeking additional support or therapy</li><li>• Where the parent/carers and professionals feel that a temporary reduction in attending school full-time may be beneficial to the pupil's individual needs. This can include pupils returning to school from alternative provision or lengthy absences.</li></ul> <p>It is not appropriate to use reduced timetables for pupils to address behaviour concerns. The school should consider application of their normal behaviour policy and procedures in addressing these concerns.</p> <p><b>Considerations for placing pupil on reduced timetable</b></p> <p>Schools must consult with the Local Authority regarding any pupil they wish to place on a reduced timetable, should they have an Education, Health &amp; Care Plan, be Looked After or be subject to a Social Care Plan.</p> <p>In all cases, schools must ensure an agreement is made with the parents/carers and demonstrate that they have provided informed consent. The pupil should have a plan that outlines the proposed reduced timetable, expected outcomes and planned date for reintegration.</p> <p>Schools have a duty of care for all pupils who are on their school roll (s157 &amp; s175 The Education Act 2002). Schools must ensure that when a pupil is not expected to attend, there is a written agreement</p> <p><a href="http://www.bury.gov.uk">www.bury.gov.uk</a></p>
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with parents or alternative education providers about who is carrying out the duty of safeguarding for each session. To this end a **risk assessment** should be carried out prior to implementation of the arrangement which must address:

- the safety and wellbeing of the child and any Child in Need/Child Protection concerns
- the risk of the pupil engaging in criminal activity or substance misuse, child sexual exploitation or other such issue, while not in receipt of education during the school day.

#### Recording and monitoring reduced timetables

If a part-time timetable is considered appropriate, then the school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence using the 'C' code. This must not be masked by using any other code.

**Schools must notify the Local Authority for any pupil they place on a reduced timetable. This is currently via a notification form completed and returned to the Children Missing Education (CME) Officer via [cme@bury.gov.uk](mailto:cme@bury.gov.uk)**

If a child has Social Care Plan or EHCP, schools must ensure all professionals are consulted and informed of the reduced timetable.

The pupil should have a written plan, which should be reviewed by a member of the senior staff. The designated member of staff should be identified and known to parents, pupils and other agencies. The designated member of staff should be responsible for reviewing the programme fortnightly, checking progress against incremental increases in attendance and recording outcomes and amendments.

The Local Authority will monitor the use of part-time timetables, in our maintained schools, special school & academies through the CME Officer, Inclusion Leads and School Partnerships. Where concerns arise they will be raised with the school using the usual escalation processes by the appropriate team.

#### Legislation and Guidance

It is important that schools and the local authority take due regard to their statutory duties and refer to appropriate Government guidance, depending on the needs of the pupil. The following should be considered prior to agreeing reduced timetable:

Education Act 1996 – section 437 – entitlement to full-time education

Education Act 2002 – section 157, 175 – safeguarding duties

Supporting Children with Medical Conditions, statutory guidance 2014

Equality Act 2010 – with reference to making reasonable adjustments

Students Missing Out on Education, Ofsted 2013

Government Advice and Guidance is available at: <https://www.gov.uk/home-education>

#### Further sources of advice in Bury

Schools can contact the Education Welfare Team on 0161 253 5699 or via [schoolattendanceteam@bury.gov.uk](mailto:schoolattendanceteam@bury.gov.uk)

[www.bury.gov.uk](http://www.bury.gov.uk)