



St. Edward's Church of England Academy

Children with Health Needs Who Cannot Attend School Policy

**Approved by Trustees:
Last reviewed in: February 2024
Next review due by: February 2025
Statutory Policy**



Contents

The Vision for Education at our Academy	3
1. Aims of this policy	4
2. Legislation and guidance.....	5
3. Responsibilities of the academy	5
4. If the academy makes the arrangements.....	9
5. If the local authority makes the arrangements.....	11
6. Reintegration.....	11
7. Examinations.....	12
8. Siblings.....	12
9. Monitoring arrangements.....	12
10. Links to other policies.....	12



St Edward's
Church of England
Academy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

*"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."*

Deuteronomy 31:6



*"I no longer call you
Followers. Instead I have
called you friends."*

John 15:15

"Show proper respect to everyone"

1 Peter 2:17
Page 3 of 13



1. Aims of this policy

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/carers understand what the school is responsible for when this education is being provided by the local authority

St. Edward's Church of England Academy aims to ensure that all children, regardless of circumstance or setting receive a high-quality education to enable them to shape their own futures. Where children are unable to attend school because of their health, the Academy will follow Department of Education Guidance and work with Staffordshire Local Authority who have the responsibility to arrange suitable full-time education (or part-time when appropriate for the child's needs) for children who are unable to attend a mainstream school because of their health; and to ensure that all pupils, who would not receive suitable education without such provision, continue to have access to as full an education as their medical condition allows, enabling them to reach their full potential.

Due to the nature of their health needs, some pupils/students may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive and experience their education within the Academy.

The aim of the provision will be to reintegrate pupils back into school as soon as they are well enough and, where this is not possible, the Academy will work to provide an appropriate level of education remotely, while alternative provision is established.

The Academy has a continuing role in a pupil's education whilst they are not attending and will work with the LA, healthcare partners and families to ensure that all pupils/students with health needs receive the right level of support to enable them to maintain links with their education.

There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their requirements without the intervention of the Local Authority, for example, where the child can still attend school with some support.

Pupils/students may be absent from their Academy for a number of health reasons, for example:

- Physical health issues
- Physical injuries
- Mental health issues
- Emotional difficulties or school refusal



- Progressive conditions
- Terminal illnesses
- Chronic illnesses

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 (2023) 'Arranging education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions.'
- DfE (2013) 'Alternative Provision – Statutory guidance for local authorities'

It also based on guidance provided by Staffordshire Local Authority:

[Children who are Missing Education due to Health/Medical Needs - Protocol and Good Practice Guidance](#)

[Protocol for Children Absent from School Due to Health Conditions](#)

[Children Missing out on Education Guidance.](#)

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

3. 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 Pupil Referral Units to make arrangements for supporting pupils at their school with medical conditions.

In meeting the duty, the Trust Board at St. Edward's must have regard to guidance issued by the Secretary of State under this section. Section 100 came into force on 1 September 2014. The Trust Board should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support all pupils at school with medical conditions.



Main points:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Trust Board must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- The Trust Board should ensure that school leaders consult health and social care professionals, pupils and parent/carers to ensure that the needs of children with medical conditions are effectively supported.

3.1 Roles and Responsibilities

The Trust Board is responsible for:

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

The Principal is responsible for:

- Working with the Trust Board 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 needs of students.
- Ensuring the arrangements put in place to meet students' health needs are fully understood by all those involved and acted upon.



- Appointing a named member of staff (Mr. James Simm) who is responsible for students with healthcare needs and liaises with parents/carers, students, the Local Authority, key workers and others involved in the student's care.
- Ensuring the support put in place focusses 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 to the Trust Board on the effectiveness of the arrangements in place to meet the health needs of students.
- Notifying the Local Authority when a student is likely to be away from the Academy for a significant period of time (more than 15 days in one instance or throughout an academic year) due to their health needs.

The Academy's named member of staff is Mr James Simm. He is responsible for:

- Dealing with students who are unable to attend because of medical needs.
- Actively monitoring student progress and reintegration into the Academy.
- Supplying students' education providers with information about their capabilities, progress and outcomes.
- Liaising with the Principal, education providers and parents/carers to determine students' programmes of study whilst they are absent from the Academy.
- Keeping students informed about Academy events and encouraging communication with their peers.
- Providing a link between students and their 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 evidence-based reason.
- Understanding their role in supporting students with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their students through the appropriate and lawful sharing of the individual student's health needs.
- Ensuring they are aware of the signs, symptoms and triggers of 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 affecting them whilst in the Academy.

Parents/carers are expected to:

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

There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the Local Authority – for example, where the child can still attend school with some support; where the school has made arrangements to deliver suitable education outside of school for the child; or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school. We would not expect the Local Authority to become involved in such arrangements unless it had reason to think that the education being provided to the child was not suitable or, while otherwise suitable, was not full-time or for the number of hours the child could benefit from without adversely affecting their health. This might be the case where, for example, the child can attend school but only intermittently.



4. If the Academy makes the arrangements

Initially, the Academy will make arrangements to deliver suitable education for children with health needs who cannot attend school.

The Principal and named person (Mr James Simm) will be responsible for making and monitoring the effectiveness of these arrangements, including where the education progresses to be delivered by the Local Authority.

The Academy will make alternative arrangements for learning, based on what is most appropriate for the child and the location that they will be learning from (e.g. home, hospital). The named person at the Academy will consult with parents and children about these arrangements, via the appropriate means.

Section 100 of the Children and Families Act 2014 places a duty on proprietors of academies to make arrangements for supporting pupils with medical conditions, who attend their Academy.

The Academy must ensure that:

- Pupils/students at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- Arrangements are in place in schools to support pupils/students at school with medical conditions.
- School leaders consult health and social care professionals, pupils/students and parent/carers to ensure that the needs of children with medical conditions are effectively supported.
- Safeguarding arrangements are implemented at the point of the child's first absence and are subject to regular review.
- The impact on the child is considered and a plan to manage this is implemented; this includes mental health and wellbeing, educational progress, peer relationships, relationship with their family.
- Considerations are made as to agencies that can provide family support, if needed.
- There is a clear plan to co-ordinate work with the child and family, which is agreed by all parties, sets out each individual's responsibilities and records their agreement to co-operate.
- Dates for review and re-integration are established through the implementation and review of the plan. This may be sooner should there be concerns surrounding achievement or safeguarding.



- A lead person is accountable for the review of the provision and plans associated with the alternative education.
- That parents are clear about their role and responsibilities, and that parents are engaged and in agreement with plans.
- They understand what other agencies are involved with the child and their family, and what their roles and responsibilities are. They should be involved in planning where required.
- It is important that the Academy makes regular contact with the child to ensure that the child is safe, and this must be recorded in school.
- The absence is recorded under correct registration codes.

In cases where the local authority makes arrangements, the Academy will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil/student
- 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.

The Academy will implement a Care Plan which involves a team around the child which may include, as relevant: Academy representatives, the school nurse, a hospital liaison representative, parents/carers, the Local Authority, an Inclusion representative, the GP and health professionals.

The Academy will keep in touch with the child and their family whilst absent from school, for example, providing a House Leader visit or conduct Teams meetings on a regular basis to work with the child, subject to risk assessments, E-Safety arrangements and virtual meeting protocols.

Communication between the class and the absent child is encouraged. All absences must be supported and monitored.

Attendance records shall take note of the reason for absence and the work that has been provided for home learning, in accordance with absence and attendance policies and procedures.



5. If the local authority makes the arrangements

If the Academy can't make suitable arrangements, Staffordshire Local Authority will become responsible for arranging suitable education for these pupils

Where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education, the Local Authority is responsible for arranging provision and must have regard to government guidance. In these circumstances, the Academy must contact the Local Authority to discuss arrangements.

The Local Authority must arrange suitable education for pupils/students of compulsory school age who, because of illness, would not receive suitable education without such provision. The Academy has a duty to support the Local Authority in doing so.

There is no absolute legal deadline by which local authorities must start to arrange education for children with additional health needs. However, as soon as it is clear that a child will be away from school for 15 days or more because of their health needs, the local authority should arrange suitable alternative provision. The 15 days may be consecutive or over the course of a school year.

When the local authority arranges alternative education, that education should begin as soon as it is possible, and at the latest by the sixth day of the child's absence from school. Where an absence is planned, for example for a stay, or recurrent stays in hospital, local authorities must make suitable, timely arrangements, unless exceptional circumstances apply, in advance to allow provision to begin from day one.

6. Reintegration

When reintegration into school is anticipated, Local Authorities should work with the school (and hospital school, PRU/home tuition services if appropriate) to plan for consistent provision during and after the period of education outside school. As far as possible, the child should be able to access the curriculum and materials that he or she would have used in school. The Local Authority should work with schools to ensure that children can successfully remain in touch with their school while they are away. This could be through school newsletters, emails, invitations to school events or internet links to lessons from their school.

Local Authorities should work with schools to set up an individually tailored reintegration plan for each child. This may have to include extra support to help fill any gaps arising from the child's absence. It may be appropriate to involve the school nurse at this stage as they may be able to offer valuable advice. The school nurse will also want to be aware that the



child is returning to school, so that they can be prepared to offer any appropriate support. Under equalities legislation schools must consider whether they need to make any reasonable adjustments to provide suitable access for the child.

Where the absence is likely to be lengthy, the reintegration plan may only take shape nearer to the likely date of return, to avoid putting unsuitable pressure on an ill child in the early stages of their absence. While most children will want to return to their previous school routine at once, some will need gradual reintegration over a longer period.

7. Examinations

As outlined in DfE guidance, where possible, and in line with the Academy's exam timetabling, pupils with physical or mental health needs should be able to take examinations at the same time as their peers. Local Authorities should work with schools to ensure that there are appropriate local arrangements in place to support this. Relevant organisations and schools should work and liaise together effectively to facilitate access to external exams when children with health needs are approaching exams.

The hospital school, alternative provision setting or home tuition teachers should focus the child's education on preparation for exams (in line with mainstream school's exam timetable) in order to minimise the impact of any time lost from school absence.

8. Provision for siblings

When treatment of a child's condition means that his or her family have to move nearer to a hospital, and there is a sibling of compulsory school age, the Local Authority into whose area the family has moved should seek to ensure that the sibling is offered a place, where provision is available, for example, in a local mainstream school or other appropriate setting.

9. Monitoring arrangements

This policy will be reviewed annually by the Principal. At every review, it will be approved by the full governing board.

10. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions



St Edward's
Church of England
Academy

- SEND policy
- Attendance policy