



# Alderman White School

A member of The White Hills Park Trust

## **Students with Health Needs Who Cannot Attend School Policy**

### **June 2024**

Statutory or non-statutory:	<b>Statutory</b>
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## 1. Statement of Intent

Alderman White School wishes to ensure that all students who are unable to attend school due to health needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

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

The school understands their continuing role in a student's education whilst they are not attending the school and will work with Nottinghamshire County Council (NCC), healthcare partners and families to ensure that all students with medical needs receive the right level of high-quality support to enable them to maintain links with their education.

This policy aims to ensure that:

- Suitable education is arranged for students on roll who cannot attend school due to health needs.
- Students, 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 reflects the requirements of the [Education Act 1996](#). It also considers all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for students who cannot attend school because of health needs'
- DfE (2015) 'Supporting students at school with medical conditions'

It is also based on guidance provided by the local authority:

<https://www.nottinghamshire.gov.uk/education/home-education/absence-due-to-illness>

## 3. Links to Other Policies

Please read this policy with reference to the following:

- Supporting Students with Medical Conditions
- Equality
- Special Educational Needs and Disabilities (SEND) Policy and Information

- Accessibility Plan
- Attendance
- Safeguarding and Child Protection
- Remote Learning
- Online Safety
- Data Protection and Privacy Notices
- Complaints

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

## 4. Definitions

Students who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.

## 5. Key Roles and Responsibilities

### 5.1 The Local Authority (LA)

The Local Authority are responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions who cannot attend school.
- Providing support, advice and guidance to schools and their staff.
- Arranging suitable full-time education for students at compulsory school age who, because of illness, would not receive suitable education without such provision.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition whether consecutive or cumulative.
- Liaising with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the young person.

### 5.2 The Governing Body

The Governing body will:

- approve the Supporting Students with Medical Conditions policy and hold the Headteacher to account for its implementation.
- Ensure the annual review of the arrangements made for students who cannot attend school due to their medical needs.
- Ensure that the Supporting Students with Medical Conditions who cannot Attend School Policy does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.

### 5.3 The Headteacher

The Headteacher is responsible for:

- Ensuring compliance with the relevant statutory duties when supporting students with medical conditions who cannot attend school.
- Ensuring that there is a named member of staff who is responsible for: Dealing with students who are unable to attend school because of medical needs.
- Ensuring enough trained members of staff are available to implement the policy.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the policy.

### 5.4 Member of SLT with responsibility for overseeing the policy:

The member of SLT responsible for overseeing the policy is responsible for:

- The day-to-day implementation and management of Supporting Students with Medical Conditions who Cannot Attend School Policy and procedures of the Alderman White School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensuring that all students with medical conditions who cannot attend school have access to provision.

### 5.5 SENCo:

The member of SLT responsible for overseeing the policy is responsible for:

- Notifying the LA when a student is likely to be away from the school for a significant period due to their health needs.
- Liaising with healthcare professionals and parents/carers regarding implementation of relevant support to enable access to full provision.
- Liaising with healthcare professionals regarding the training required for staff.
- Actively monitoring student progress and reintegration into school.
- Supplying education providers with information about the student's capabilities, progress, and outcomes.
- Making staff who need to know, aware of a student's medical condition.
- Liaising with education providers and parents to determine students' programmes of study whilst they are absent from school.

- Keeping students informed about school events and encouraging communication with their peers.
- Contacting the Healthy Families School Nursing Service in the case of any student who has a medical condition.
- Providing a link between students and their parents, and the LA.
- Developing Care Plans and relevant risk assessments alongside medical professionals involved with the individual student.

## 5.6 Staff

Staff are responsible for:

- Understanding confidentiality in respect of students' health needs.
- Providing and monitoring appropriate work to limit the impact on the student's educational attainment and emotional and general well-being through periods of short- or long-term absence, ensuring the student can fully engage with learning and not fall behind when they are unable to attend.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions who cannot attend school.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs support.

Members of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition who cannot attend school needs their support.

## 5.7 Healthy Families School Nursing Team

The Healthy Families School Nursing Team are responsible for:

- Notifying the school when a student has been identified with requiring support in school due to a medical condition.
- Consulting locally with lead clinicians on appropriate support.

The school will work closely with health professionals and other support services to ensure that students with medical conditions receive a full education. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school or another setting in combination with alternative provision arranged by the Health-Related Education Team.

## 5.8 Parents and Carers

Parents and Carers are responsible for:

- Being involved in developing a Care Plan for their child in collaboration with designated staff members and healthcare professionals if one is required.

- Collaborating with the school towards the best interests of their student.

## 6. Managing Absence

The following arrangements will apply for most students and cases of routine illness:

- Parents must contact the school on each day of absence due to illness
- Absences due to illness will be authorised unless the school has reasonable grounds to believe that the illness is not sufficient grounds for absence from school.
- Work will not be set for students unless they are absent due to an infectious condition or injury which means that they are not able to attend site but well enough to access education remotely. Under these circumstances, the remote learning policy will apply.

For students who have an ongoing medical conditional that impacts on school attendance, where it has been agreed that alternative arrangements are required to support the student to access education when they are not attending the school site:

### **Absences of up to 15 days:**

- The school will provide support by liaising with the student's parents/carers to arrange schoolwork as soon as they are able to cope with it or part-time education at school. The schoolwork will usually be provided on google classroom or on paper.
- The school will consider which aspects of the curriculum are prioritised in consultation with the young person, their family and relevant members of staff.

### **Absences of more than 15 days (over the course of a school year):**

- The named person with responsibility for students with health needs will notify NCC, who will take responsibility for the student and their education.
- Where absences are anticipated or known in advance, the school will liaise with NCC to enable education provision to be provided from the start of the student's absence.
- For hospital admissions, the appointed named member of staff will liaise with NCC regarding the programme that should be followed while the young person is in hospital.
- NCC will set up a personal education plan (PEP) for the student which will allow the school, the LA, and the provider of education to work together.
- The school will monitor attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.
- A student unable to attend the school because of their health needs will not be removed from the school register without parental consent and medical certification, even if the LA has become responsible for the young person's education.
- The school will only remove a student who is unable to attend because of additional health needs from the school roll where:
  - a. *The young person has been certified as unlikely to be in a fit state of health to attend the school, before ceasing to be of compulsory school age; and*

- b. Neither the young person nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.*

## **7. School Arrangements**

The school will support students with health needs to attend full-time education wherever possible or make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments, under students' individual healthcare plans (IHCPs).

Initially, the school will attempt to make arrangements to deliver suitable education for students with health needs who cannot attend school. As far as possible, the young person will be able to access the curriculum and materials that they would have used in school.

The SENCo will be responsible for making and monitoring these arrangements. A meeting will be made with parents/carers to discuss arrangements for working from home or hospital. A plan will be drawn up detailing agreed actions from the discussion, the plan will be signed by school and parents/carers. The plan will then be carried out to deliver education to the student.

Arrangements could include setting work on Google Classroom, sending work home, or liaising with a hospital school. Work will be prepared by class teachers.

Where a student has a complex or long-term health issue, the school will discuss their needs and how these may be best met with NCC, relevant medical professionals, parents/carers and, where appropriate, the young person themselves.

Students 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 an additional / alternative provider of education to establish and maintain regular communication and effective outcomes.

Where appropriate, the school will provide the education provider with relevant information, curriculum materials and resources.

Whilst a student is away from school, the school will work with NCC to ensure they can successfully remain in touch with their school using the following methods:

- *School newsletters*
- *Emails*
- *Invitations to school events*
- *Cards or letters from peers and staff*

## **8. Reintegration**



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

The school will work with NCC when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school. If appropriate, the school nurse will be involved in the development of any 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 young person.

To help ensure a student with additional health needs can attend the 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 spaces*
- *Places to rest at school*
- *Special exam arrangements to manage anxiety, fatigue, and the administration of any medication required.*

For longer absences, the reintegration plan will be developed near to the young person's date of return, to avoid putting unnecessary pressure on an ill student or their parents in the initial stages of their absence.

The school is aware that some students will need gradual reintegration over a lengthy period and will always consult with the young person, 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 student.*
- *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 students and staff to be positive and proactive during the reintegration period.

Following reintegration, the school will support NCC in seeking feedback from the young person regarding the effectiveness of the process.

## 9. Information Sharing

It is essential that all information about students with health needs is kept up to date.

- a. To protect confidentiality, all information-sharing techniques, will be agreed with the young person and their parent in advance of being used, in accordance with the Data Protection policy.
- b. All teachers, TAs, supply, and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the standard school protocols for information sharing.
- c. Parents/Carers will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:
  - *Ensure this policy and other relevant policies are easily available and accessible.*
  - *Provide the young person and their parents with the relevant Privacy Notices.*
  - *Consider how friendship groups and peers may be able to assist students with health needs.*
- d. When a student is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

## 10. Examinations and Assessments

- a. A named member of staff will liaise with the student, parents and any alternative provision provider over planning and examination course requirements where appropriate.
- b. Relevant assessment information will be provided to the alternative provision provider if required.
- c. Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school as early as possible.

## 11. Safeguarding

Students will be made aware of ways that they can communicate with school in cases where they are concerned for theirs or others' welfare.

## 12. Local Authority Arrangements

If the school is not able make suitable arrangements, Nottinghamshire Education Authority will become responsible for arranging suitable education for these students.

NCC should:

- Provide such education as soon as it is clear that a student will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate

medical professionals to ensure minimal delay in arranging appropriate provision for the student. Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.

- Address the needs of individual students in arranging provision.
- Have a named officer responsible for the education of students with additional health needs and ensure parents know who this is.
- Review the provision offered regularly to ensure that it continues to be appropriate for the student and that it is providing suitable education.
- Give clear policies on the provision of education for students and young people under and over compulsory school age.

In cases where the local authority becomes responsible for making arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies, and parents to ensure the best outcomes for the student.
- Share information with the local authority and relevant health services as required.
- Help make sure that the provision offered to the student is as effective as possible and that the student 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 student to access the same curriculum and materials that they would have used in school as far as possible.
- Enable the student 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 student returning to school.
- Consider whether any reasonable adjustments need to be made.

### **13. Complaints**

Details of how to make a complaint can be found in the School's Complaints Procedure.

### **14. Data Protection -**

Data will be processed in line with the requirements and protections set out in the DPA 2018. Data will be held in accordance with the School's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the Schools Privacy Notice.

### **15. Monitoring**

This policy will be reviewed annually and approved by the Full Governing Body.