



Policy

Supporting Pupils with Health Needs who cannot Attend School

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The Bishop Wheeler
Catholic Academy Trust



The Bishop Wheeler
Catholic Academy Trust



Our Mission

Outstanding Catholic education for all pupils. As a family of schools, we will enable our young people to develop spiritually, morally, intellectually and personally, putting their faith into action, through serving Christ in others, in the church and in the world around them.

This policy was approved by the Chief Executive Officer on behalf of the Trust Board

Signature:

A handwritten signature in black ink, appearing to read 'D Beardsley', written over a horizontal line.

**Mr D Beardsley
Chief Executive Officer**

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Definitions

In this policy, unless the context otherwise requires, the following expressions shall have the following meanings:

'The Trust Board' means the Board of Directors for the Trust.

'Academy Council' means local governing body.

'BWCAT/We and Trust' refers to The Bishop Wheeler Catholic Academy Trust.

'Governors' means the governors appointed to the Academy Council of the individual academy.

'Headteacher' means the lead person in each school and the Chief Executive Officer as lead person for the Trust Office.

'IHP' means Individual Healthcare Plan

'LA' means the Local Authority that the academy is linked to

'Academy' refers to the Academies within BWCAT.

'Pupil' refers to any pupil on roll at any of the BWCAT schools.

'Parents' refers to any person who holds parental responsibility for the child.

'Staff' means all employees, temporary, casual, agency and contracted staff working for the Trust, volunteers and consultants.

Introduction

The Bishop Wheeler Catholic Academy Trust (BWCAT) aims to support the LA and ensure that all children who are unable to attend school due to medical 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 children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

The aim of this policy is to:

- promote and support the safety and welfare of all pupils
- support pupils with medical needs who cannot attend school to access high quality education
- enable the search for excellence and human flourishing
- enable a pupil to achieve their true potential
- enable access to future career ambitions and goals
- explain the rights, roles and responsibilities and procedures relating to school attendance

Legal framework

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 (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

Definitions of medical needs

Children 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
- Chronic illnesses

Children who are unable to attend mainstream education for health reasons may be referred to or be supported to apply to any of the following:

- **Hospital school:** a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- **Home tuition:** School will contact the specialist teaching team services of their respective LA that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment. The following LAs have the following services:
 - Bradford: Medical Needs and Hospital Education Service (MNHES)
 - Leeds: Medical Needs Teaching Service (MNTS)
 - North Yorkshire: Medical Education Service
 - Specialist School: school can request support from the LA

Roles and responsibilities

The LA is responsible for:

- Arranging suitable full-time education for children of compulsory school age who, for health problems, would not receive suitable education without such provision.

- The LA is not expected to become involved in arrangements already made where a child receives suitable education that meets their needs, for example, arrangements 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. The LA is not expected to become involved in such cases 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.
- Providing such education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- LA's should, arrange provision as soon as it is clear that an absence will last more than 15 days and it should do so at the latest by the sixth day of the absence, aiming to do so by the first day of absence. Where an absence is planned, for example for a stay or recurrent stays in hospital, LA's should make arrangements in advance to allow provision to begin from day one.
- Ensuring the education children receive is of good quality, allows them to take appropriate qualifications, prevents them from slipping behind their peers in school and allows them to reintegrate successfully back into school as soon as possible.
- Addressing the needs of individual children.
- Providing equivalent educational provision to the education they would receive in school.
- Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, LA's should provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment particularly in English, Maths and Science.
- Having a named officer responsible for the education of children with additional health needs, and parents should know who that person is.

- Having a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs. The policy should make links with related services in the area.
- Maintaining good links with all schools in their area and for putting in place systems to promote co-operation between them when children cannot attend school because of ill health.
- Having regard to any medical advice given by the hospital when they discharge a child as to how much education will be appropriate after discharge. LA's should work with schools to complement the education a child receives if they cannot attend school full-time but are well enough to have education in other ways.
- For long term medical conditions, LA's should discuss the child's needs and how these may be best met with the school, the relevant clinician and the parents, and where appropriate, the child. LA's should make provision available as soon as the child is able to benefit from it.
- Working with the school to plan for consistent provision during and after the period of education outside school when reintegration into school is anticipated.
- Working with schools to set up an individually tailored reintegration plan for each child. It may be appropriate to involve the school nurse at this stage.

The Trust Board, supported by the Academy Council, is responsible for:

- Ensure schools are arranging suitable full-time education (or as much education as the child's health condition allows) for the first 15 days (consecutive or cumulative) for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The law does not define full-time education but children with health needs should have provision which is equivalent to the education they would receive in school. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated.
- Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, school should provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment particularly in English, Maths and Science.

- Ensure all schools have a publicly accessible policy that sets out how schools will support children with health needs and to have a named person who can be contacted by the LA and by parents.
- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Working with post 16 providers where appropriate and collect and record information about destinations.
- Providing the pupil's academic attainment levels including any relevant examination requirements.

The Headteacher is responsible for:

- Working with the Trust Board and Academy Council to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Appointing a member of the senior leadership team to be responsible for pupils with healthcare needs and working collaboratively with the LA, the pupil, parents and other professionals to develop arrangements to meet the best interests of children.
- Ensuring the education pupils 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.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Ensuring appropriate training by relevant health professionals is arranged for staff with responsibility for supporting pupils with health needs as required.
- Providing annual reports to the Academy Council on the effectiveness of the arrangements in place to meet the health needs of pupils.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on and off-site activities.

- Ensuring pupils stay on the school roll.
- Ensuring the regular review of the arrangements made for pupils who cannot attend school due to their medical needs.

The named person with responsibility for pupils with health needs is responsible for:

- Dealing with pupils who are unable to attend school because of medical needs.
- Hosting and chairing regular review meetings (normally every 6 weeks); producing action plans and distributing notes of these meetings; producing appropriate medical evidence for continuing support.
- Maintaining a plan, such as an Individual Health Care Plan, which records progress made towards a return to school.
- Supplying pupils' education providers with information about the pupil's capabilities, progress and outcomes.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Liaising with the Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.
- Reviewing the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Ensuring the support put in place focusses on and meets the needs of individual pupils.
- Provide appropriate resources for the pupil to access education.

- Liaising with the examinations officer, ensuring appropriate arrangements, including entry and invigilation and access arrangements are made for all public examinations.
- Working with post 16 providers where appropriate and collect and record information about destinations.
- Providing the pupil's academic attainment levels including any relevant examination requirements.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of the child.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, and the LA.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil'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 informed of how their child's health needs are affecting them whilst in the school.

Parents and carers are expected to:

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for any of their child's absences without delay.
- Provide the school 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.
- Be present in the home during the tuition time (or nominate appropriate adult).
- Reinforce with their child, the value of a return to school.

Managing absences

Parents and carers are advised to contact the school on the first day their child is unable to attend due to illness.

Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.

The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.

For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the LA, who will take responsibility for the pupil and their education.

Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.

For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.

The LA will set up a personal education plan for the pupil which will allow the school, the LA and the provider of the pupil's education to work together.

The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.

The school will only remove a pupil who is unable to attend school because of additional health needs from the school roll where:

- The pupil has been certified by the school as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
- Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

A pupil unable to attend school because of their health needs will not be removed from the school register without following due process.

Support for pupils

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.

The LA expects the school to support pupils with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.

The school will make reasonable adjustments under pupils' individual healthcare plans (IHPs), in accordance with the Supporting Pupils with Medical Conditions Policy.

Pupils 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 the provider of the pupil's education to establish and maintain regular communication and effective outcomes.

Whilst a pupil is away from school, the school will work with the LA to ensure the pupil 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

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

To help ensure a pupil with additional health needs is able to attend 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 curriculum materials.
- Movement of lessons to more accessible rooms, where possible, in line with the school's accessibility policy.
- Places to rest at school.
- Special exam arrangements to manage anxiety or fatigue.

Reintegration

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

As far as possible, the child will be able to access the curriculum and materials that they would have used in school.

Relevant medical professionals will be involved in the development of the pupil's 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 pupil.

The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.

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

The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, 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 pupil.
- 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.
- Training requirements Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- A programme of small goals leading up to reintegration.
- Follow up procedures.

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

Following reintegration, the school will liaise with the LA.

Information sharing

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

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used, in accordance with the Data Protection Policy.

All teachers, Teaching Assistants (TAs), supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures.

Parents 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.
- Consider how friendship groups and peers may be able to assist pupils with health needs.

When a pupil 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.

Record keeping

In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils.

Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.

All records will be maintained in line with the Records Management Policy.

Training

Staff will be trained in a timely manner to assist with a pupil's return to school.

Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return.

Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.

Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

Examinations and assessments

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.

Relevant assessment information will be provided to the alternative provision provider if required.

Awarding bodies may make special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school for pupils on roll.

The 13 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy

St. Joseph's Catholic Primary School Otley, a Voluntary Academy

Ss Peter and Paul Catholic Primary School, a Voluntary Academy

Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy

St Mary's Horsforth Catholic Voluntary Academy

St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy

St Joseph's Catholic Primary School Harrogate, a Voluntary Academy

St Mary's Catholic Primary School Knaresborough, a Voluntary Academy

St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Holy Name Catholic Voluntary Academy

St Roberts Catholic Primary School, a Voluntary Academy

St John Fisher Catholic High School Harrogate, a Voluntary Academy

St Joseph's Catholic Primary School Tadcaster, a Voluntary Academy



The Bishop Wheeler Catholic Academy Trust

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by Guarantee, registered in England and Wales.

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