



**BRIGSHAW**  
LEARNING PARTNERSHIP

# Supporting Pupils With Medical Needs Who Cannot Attend School Policy

## *Monitoring and Review of this Document:*

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



## Document Controls

<b>Policy Document:</b>	Supporting Pupils With Medical Needs Who Cannot Attend School Policy
<b>Legislation/Category: School Schools</b>	<b>Legally required</b>
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## Introduction

We recognise that being diagnosed with a medical condition, whether this relates to physical or mental health, can be an extremely challenging time for both pupils and parents/carers.

The Brigshaw Learning Partnership (the Trust) understands that there may be social, emotional and mental health implications as well as the physical impact upon pupils and their parents/carers especially if the child cannot attend school.

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## 1. Aims

All children, regardless of circumstance or setting, should receive a good education to enable them to shape their own futures. Therefore, alternative provision and the framework surrounding it should offer good quality education on a par with that of mainstream schooling, along with the support pupils need to overcome barriers to attainment.

### **The school aims to ensure:**

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs, enabling them to thrive and prosper in the education system.
- Pupils, staff and parents understand what the school and the local authority is responsible for when this education is being provided by the local authority.
- Support should meet a pupil's individual needs, including social and emotional needs.

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



## **2. Legal Framework**

**This Policy has due regard to all relevant legislation, local and statutory guidance including, but not limited to, the following:**

- Children and Families Act 2014
- Education Act 1996
- Equality Act 2010 and 2012
- 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'
- DfE SEND Code of Practice
- Teachers Standards 2012
- DfE Keeping Children Safe in Education
- Mental Health Act (amended 2016)
- Disability Discrimination Act 1995

**This Policy complies with our Funding Agreement and Articles of Association.**

## **3. Definitions**

***3.1 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



### **3.2 Children who are unable to attend mainstream education for health reasons may attend any of the following:**

**Hospital school:** a specialist school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.

**Home tuition:** many LAs have home tuition services 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.

**Medical PRUs:** these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

## **4. The Local Authority's Responsibility (LA)**

The LA must arrange suitable good quality full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the LA in doing so.

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-on-one tuition, for example, the hours of face to face provision could be fewer as the provision is more concentrated.

### **4.1 The LA should aim to:**

- Provide as normal an education as possible if a pupil's absence is expected to be more than 15 days consecutive or cumulative due to a medical condition. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Address the needs of individual children by offering a range of options to be considered such as: home tuition, a hospital school or medical needs teaching school or service, or a combination of these services. Pupils should receive a provision which is equivalent to their education that they would receive at school (if their medical condition or healthcare needs allows for this).
- Work closely with medical professionals to ascertain what educational provision would be appropriate for the child's condition, and should also work closely with parents/carers and schools during the absence and in planning the child's reintegration to school at the end of any absence.
- Ensure the education pupils receive 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.
- Have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.



- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

## **4.2 Education Facilities**

**Leeds Local Authority offers a Medical Needs Teaching Service run via the East Specialist Inclusive Learning Centre (SILC). This service has a number of different sites and types of provision available for specialist needs:**

- Queenswood Medical Needs Teaching School Learning Centre: this is a teaching base for children and young people who cannot access mainstream school because of a medical or mental health need;
- Leeds Children's Hospital: The Learning Zone is based in Clarendon Wing of the LGI and is equipped to deliver specialist primary, secondary and SEND teaching;
- LWH Learning Spaces: Little Woodhouse Hall is situated near the city centre and is part of Child and Adolescent Mental Health Services (CAMHS), there is a teaching unit for inpatients aged 12 to 18 years old with the most severe and serious mental health conditions. They also have the Community Outreach Service (COS) service, this provides intensive intervention for children from Early Years.

These young people are sometimes chronic non-school attenders with long standing complex mental health needs. The key role of education staff here is to create and maintain effective and efficient liaison with each individual child or young person's school, provide an assessment of educational need as appropriate and to support re-integration plans to school often following lengthy periods of absence.

- Home teaching: If a child or young person is unable to access the Queenswood Learning Centre or any of the facilities available as a result of their medical condition or healthcare needs, the staff will provide teaching at home.
- Pupil Tuition Team: the team provides sessional tuition to vulnerable learners, including young parents, developing their confidence in their learning and working towards the young person's return (or start) in full time educational provision.

**For further information about any of these services please either view the following website [East Specialist Inclusive Learning Centre](#) or contact Leeds SENDIASS on 0113 378 5020**



## **5. School Roles and Responsibilities**

### **5.1 The Trust Executive Team is responsible for:**

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring regular review of the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Approving and reviewing this Policy on a regular basis.

### **5.2 The Headteacher is responsible for:**

- Working with the Trust Executive Team to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Ensuring the support put in place focuses on, and meets the needs of, individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with health needs.
- 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.
- Providing reports to the Trust Executive Team 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.





### ***5.3 Each school will have a named member of staff (usually the SENCO). They are responsible for:***

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, and the LA.

### ***5.4 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 any necessary training.
- Ensuring they are aware of the needs of their pupils through the appropriate sharing of the individual pupil's health information.
- 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.

### ***5.5 Parents 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.



## 6. Managing Absences

- Parents 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.
- Pupils who are absent for less than 15 days will be supported on their return to school to catch up on work missed. In some circumstances, pupils will be supported to work at home.
- 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 (PEP) 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 a Medical Officer 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 parental consent and certification from the Medical Officer, even if the LA has become responsible for the pupil's education.



## 7. 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 (IHCPs), 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 the curriculum from home
  - Movement of lessons to more accessible rooms
  - Places to rest at school
  - Special exam arrangements to manage anxiety or fatigue



## 8. Re-integration

- When a pupil is considered well enough to return to school, the school will develop a tailored re-integration plan in collaboration with the LA.
- The school will work with the LA when re-integration into school is anticipated to plan for consistent provision during and after the period of education outside school.
- As far as possible, the child will be able to access the curriculum and materials that they would have used in school.
- If appropriate, the school nurse will be involved in the development of the pupil's re-integration 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 re-integration 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 re-integration over a longer 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 re-integration plan will include:
  - The date for planned re-integration, once known.
  - Details of regular meetings to discuss re-integration.
  - 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.
  - A programme of small goals leading up to re-integration.
  - Follow up procedures.
- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the re-integration period.
- Following re-integration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.



## **9. Information Sharing**

- It is essential that all information about pupils with health needs is kept up-to-date.
- 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 agreed school procedures.
- Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.
- When a pupil is discharged from hospital or is returning from another 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. 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 BLP Records Management Policy.

## **11. Training**

- Appropriate 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.
- Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.



## **12. 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, or LA if more appropriate, as early as possible.**

## **13. Links to other policies**

**This Policy links to the following policies:**

- Attendance Policy
- Child Protection and Safeguarding Policy
- Data Handling Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Admission Policy
- Health and Safety Policy

## **14. Complaints**

An individual wishing to make a complaint about anything relating to this Policy should refer to the BLP Complaints Policy published on the school and BLP Website.



## **Appendix One**

### **Useful Contacts And Information**

- AllergyUK, Allergy Help Line: (01322) 619864, Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)
- Asthma UK (formerly the National Asthma Campaign), Advice line: 08457 01 02 03 (Mon-Fri 9am to 5pm), Website: [www.asthma.org.uk](http://www.asthma.org.uk)
- Diabetes UK, 08451202960 (Weekdays 9am to 5pm), Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)
- Department for Education and Skills, Tel: 0870 000 2288, Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)
- Department of Health, Tel: (020) 7210 4850, Website: [www.dh.gov.uk](http://www.dh.gov.uk)
- Epilepsy Action, Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm), Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)
- National Society for Epilepsy, Helpline: (01494) 601400 (Mon-Fri 10am to 4pm), Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)
- [National Service Framework for Children and Young People and Maternity Services:](#)