



MacIntyre Academies

Venture Academy

Supporting Children with Medical Conditions who cannot attend School Policy

Version	Purpose/Change	Responsibility	Date
1	New policy	Principal	Oct 2020
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Supporting Children with Medical Conditions who cannot attend School Policy

Aims

Venture Academy aims to support the Local Authority 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 child's education whilst they are not attending the school and will work with the local authority, 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.

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/college is responsible for when this education is being provided by the local authority.

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

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.

The Safeguarding Lead/Family Footings Facilitator will be responsible for ensuring:

- a) working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children with healthcare needs.
- b) developing and monitoring individual healthcare plans.
- c) ensuring the arrangements put in place to meet pupils' health needs are fully understood and acted upon by all those involved and that sufficient staff are suitably trained;
- d) ensuring cover arrangements in case of staff absence or staff turnover to ensure someone is always available and briefing supply teachers;
- e) supporting visit leaders in completing risk assessments for school visits, holidays, and other school activities outside of the normal timetable;
- f) liaising with the academy senior leadership, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- g) ensuring that part-time or online packages are available to support children's learning where appropriate;
- h) 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.

- i) Keeping pupils informed about school events and encouraging communication with their peers
- j) Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- k) Providing reports to the Local Academy Committee on the effectiveness of the arrangements in place to meet the health needs of pupils

Managing Absence

- Parents/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/carers 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 (PEP) for the pupil which will allow the school, the LA and the provider of the pupil's education to work together.
- The academy 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 academy 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

Support for our Young People

- Where a pupil has a complex or long-term health issue, the academy will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents/carers 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 academy to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.

- The academy 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 academy 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:

- Welfare checks and home visits where appropriate by a named member of staff
- School newsletters
- School Website
- Text messages to parents/carers
- 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

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.
- The school will work with the LA when reintegration 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.
- The schools' Pastoral and Welfare Team will be involved in the development of the pupil's reintegration plan taking advice from any medical professionals involved. They will be 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.
- 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 support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

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/carers in advance of being used.
- 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 Academy 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.
- Provide the pupil and their parents with a copy of the policy on information sharing.
- Ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
- 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.
- 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

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.