



## The Tiffin Girls' School

### Students with Health Needs who Cannot Attend School

**ADOPTED MARCH 2024**

**1.** 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 (LA) or other third party provider e.g. hospital.

#### **Definitions**

**2.** Students who are unable to attend school as a result of their health 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.** Students who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the student is receiving treatment.
- Home tuition: many LAs have home tuition services that act as a communication channel between schools and students on occasions where students are too ill to attend school and are receiving specialist medical treatment.
- Medical Short Stay Schools: these are LA establishments that provide education for students unable to attend their registered school due to their medical needs.

**4.** The Tiffin Girls' School aims to ensure that all students 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.

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

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

## **Legislation and guidance**

- 7.** 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 (2017) 'Supporting students at school with medical conditions'.
- 8.** This policy should be read in conjunction with other relevant policies:
  - Accessibility plan
  - Attendance policy
  - Child protection and safeguarding policy
  - Special educational needs and disabilities (SEND) policy
  - Supporting students with medical conditions

## **Responsibilities of the School**

- 9.** Initially, the school will attempt to make arrangements to deliver suitable education for students with health needs who cannot attend school.
- 10.** The Head of Year, with support of the SENCO, will be responsible for making and monitoring these arrangements. The Head of Year will lead the team around a student supported by the Form Tutor and Attendance Lead. 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.
- 11.** Arrangements could include online learning, sending work home, or attending a hospital school, work will be prepared by class teachers and provided on the Google Drive or Classroom.
- 12.** Where a student has a complex or long-term health issue, the school will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student. The LA expects the school to support students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
- 13.** The school will make reasonable adjustments under students' individual healthcare plans (IHCPs).
- 14.** Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 15.** During a period of absence, the school will work with the provider of the student's education to establish and maintain regular communication and effective outcomes.
- 16.** Whilst a student is away from school, the school will work with the LA to ensure the student can successfully remain in touch with their school.
- 17.** Where appropriate, the school will provide the student's education provider with relevant information, curriculum materials and resources.

- 18.** To help ensure a student 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 Head of Year – for a fixed period of time.
  - 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.

**If the Local Authority makes arrangements – Year 7-11**

- 19.** If the school cannot make suitable arrangements, the LA from where the student resides will become responsible for arranging suitable education for these students.
- 20.** The LA should:
- Provide such education when 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.
  - Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards students with additional health needs.
  - 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 children and young people under and over compulsory school age.
- 21.** The LA should not:
- Have processes or policies in place which prevent a student from getting the right type of provision and a good education.
  - Withhold or reduce the provision, or type of provision, for a student because of how much it will cost.
  - Have policies based upon the percentage of time a student is able to attend school rather than whether the student is receiving a suitable education during that attendance.
  - Have lists of health conditions which dictate whether or not they will arrange education for students or inflexible policies which result in students going without suitable full-time education (or as much education as their health condition allows them to participate in).
- 22.** In cases where the LA makes arrangements, the school will:
- Work constructively with the LA, 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.

**23.** When reintegration is anticipated, work with the LA 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.

#### **Responsibilities of the Governing Board and Headteacher**

- 24.** Ensuring arrangements for students who cannot attend school as a result of their health needs are in place and are effectively implemented.
- 25.** Ensuring the termly review of the arrangements made for students who cannot attend school due to their health needs.
- 26.** Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students are clear and understood by all.
- 27.** Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- 28.** Ensuring staff with responsibility for supporting students with health needs are appropriately trained.
- 29.** Appointing a named member of staff who is responsible for students with health needs and liaises with parents, students, the LA, key workers and others involved in the student's care.
- 30.** 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.
- 31.** Notifying the LA when a student is likely to be away from the school for a significant period of time due to their health needs.

#### **Responsibilities of the SENCO, Head of Year and team**

- 32.** Actively monitoring student progress and reintegration into school.
- 33.** Supplying students' education providers with information about the student's capabilities, progress and outcomes.
- 34.** Liaising with the Headteacher, education providers and parents to determine students' programmes of study whilst they are absent from school.
- 35.** The students' Head of Year will provide a link between students and their parents, and the LA.
- 36.** Ensuring teachers and support staff are kept informed of the health needs relating to students they work with.

#### **Responsibilities of Teachers and Support Staff**

- 37.** Understanding confidentiality in respect of students' health needs.

38. 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.
39. Understanding their role in supporting students with health needs and ensuring they attend the required training.
40. Ensuring they are aware of the needs of their students through the appropriate and lawful sharing of the individual student's health needs.
41. 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.

### **Support for students**

42. Where a student has a complex or long-term health issue, the school will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student. The LA expects the school to support students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
43. The school will make reasonable adjustments under students' individual healthcare plans (IHCPs).
44. Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
45. During a period of absence, the school will work with the provider of the student's education to establish and maintain regular communication and effective outcomes.
46. Whilst a student is away from school, the school will work with the LA to ensure the student can successfully remain in touch with the school.
47. Where appropriate, the school will provide the student's education provider with relevant information, curriculum materials and resources.
48. To help ensure a student 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.

### **Absences**

49. Parents are advised to contact the school on the first day their child is unable to attend due to illness.
50. Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness. When the school has concerns relating to low attendance, further medical evidence may be requested prior to us deciding if we will authorise the absence.

51. The school will provide support to students who are absent from school because of illness for a period of less than 15 school days by liaising with the student's parents to arrange schoolwork as soon as the student is able to access the work. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff.
52. 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 Head of Year with responsibility for a student with health needs will notify the LA, who will take responsibility for the student and their education.
53. 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 student's absence.
54. For hospital admissions, the Head of Year will liaise with the LA regarding the programme that should be followed while the student is in hospital.
55. The LA will set up a personal education plan (PEP) for the student which will allow the school, the LA and the provider of the student's education together.
56. The school will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.

#### **Monitoring arrangements**

57. The policy will be monitored by the designated member of SLT, Headteacher and governors for its effectiveness in implementation, and evaluated and reviewed regularly or in the light of any incidents that may occur or any changes to legislation.