

# Children with health needs who cannot attend school policy



**BEDFORD**  
FREE SCHOOL

<b>Version / Last Reviewed on:</b>	May 2024	<b>Next Review:</b>	May 2025
------------------------------------	----------	---------------------	----------

## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. The responsibilities of the school and local authority .....	3
3.1 The school's arrangements.....	3
3.2 The local authority (Bedford Borough) responsibilities:.....	4
4. Monitoring arrangements .....	5
5. Parental responsibilities .....	5
6. Links to other policies .....	5
Appendix A: Individual Health Care Plan .....	6

## 1. Aims

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 understand what the school is responsible for when this education is being provided by the local authority.

## 2. Legislation and guidance

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
- The UK General Data Protection Regulation (GDPR)
- 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 (2015) Special educational needs and disability code of practice: 0 to 25 years
- DfE (2022) 'Working together to improve school attendance'

JCQ (2023-24) [General Regulations for Approved Centres 2023-2024](#) This policy is also based on guidance provided by the local authority <https://www.greys.beds.sch.uk/hospital-education/>

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

## 3. The responsibilities of the school and local authority

### 3.1 The school's arrangements

The best interests of the pupil will always be considered. This will be in terms of their health (including any mental health issues) and seeking to enable them to achieve the best possible academic outcomes.

- The SENCo will initially identify and raise as a concern any pupil who may need to be provided with education outside of school due to health needs. SENCo should be made aware of any pupils who have been absent from school for 1 week or more due to medical needs evidenced by their parents.
- Initially, work which can be completed independently at home may be provided by the school. The SENCo will oversee and monitor that there is liaison with class teachers, work is collated, and parents are consulted.
- If the child has a prolonged stay in hospital, the SENCo will oversee that a relevant member of the Pastoral will contact the Education Welfare Officer (EWO) to discuss appropriate support.
- If the pupil cannot return to school and the arrangement appears to be needed for a longer-term arrangement (more than 15 days) then support will be requested from the Hospital Education Team at Greys Education Centre by emailing the school referral form to [earlyhelphub@bedford.gov.uk](mailto:earlyhelphub@bedford.gov.uk). The referral form is available here:

<https://www.greys.beds.sch.uk/wp-content/uploads/2022/07/School-Referral-Form-2022-NEW.doc>

- The school will register pupil with the applicable code for absence. Should medical evidence not be provided by parents the pupil may be coded with an unauthorised absence (see Bedford Free School Attendance Policy)
- The SENCo will ensure that the relevant member of the Pastoral or SEN Team organises the completion of an Early Help Assessment (EHA) in liaison with the pupil, their family and relevant medical practitioners. If the child is open to children's services, then the matter will be discussed with the EWO as an EHA may not be required in these circumstances.
- School will work closely with the pupil and their family to make arrangements that are suitable to, and work well for, all parties (pupil, family, The Medical Needs Team and school). This may be, for example, arranging the frequency and number of tutor sessions, subjects to be studied, where the pupil should be tutored, ensuring the setting of robust work and that there is close liaison between the Hospital Education tutors and school teachers in terms of content of study and desired outcomes.
- Pupils with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required, must have an individual healthcare plan (IHCP), which makes it clear what help they need in an emergency. Where a pupil has an Education Healthcare Plan, the IHCP should be linked or become part of that plan. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing within emergency health care settings. Named staff will monitor IHCPs e.g. SEN staff. The business support manager should be advised so that emergency plan can be implemented with regards to school cover and fire safety procedures.
- As the pupil remains on roll, school will enable the pupil to stay in touch with school life, for example through newsletters, emails, and invitations to school events.
- The SENCo and Exams Officer will ensure that all reasonable adjustments as per section 5.4 c and d of the JCQ General Regulations for Approved Centres 2023-2024 are in place.

**The school will also:**

- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the pupil.
- Share information with the local authority and relevant health services as required and necessary in order to fulfil statutory duty.
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully where possible, including the provision of tailored reintegration plans and consideration of whether any reasonable adjustments need to be made.

**3.2 The local authority (Bedford Borough) responsibilities:**

- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.
- Taking responsibility for the suitable education of pupils in cases where the school is unable to make such arrangements.

#### **4. Parental responsibilities**

- Those with parental responsibility for the child will contact the school to ensure pastoral leaders are aware of absences and are provided with evidence of medical needs to facilitate the correct coding of the pupil absence.

#### **5. Monitoring arrangements**

This policy will be reviewed annually by the Principal and Chief Education Officer and approved by the Board of Trustees

#### **6. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Attendance
- Child Protection and Safeguarding
- Data Protection
- Special Educational Needs and Disabilities (SEND)
- Supporting Pupils with Medical Conditions
- JCQ General Regulations for Approved Centres 2023-2024

#### **Appendix: Key staff and their specific responsibilities as outlined in this policy:**

<b>(Acting) SENCo:</b>	Janet Lewis
<b>Assistant SENCo:</b>	Piera Hutton
<b>Assistant Principal:</b>	Chanel McPherson-George
<b>Exams Officer:</b>	Elaine Forster
<b>Pastoral Lead:</b>	KS3: Emma Morris KS4: Christina Costin-Webb
<b>Key Stage Lead:</b>	KS3: Michael Cox KS4: Alice Damon

**Appendix A: Individual Health Care Plan**

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-  
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

The above information is, to the best of my knowledge, accurate at the time of writing and I give  
consent to the school to share the IHCP within emergency health care settings.

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_