



# **Children with Additional Health Needs who Cannot Attend School Policy**

**October 2025**

**Next Review: October 2026**

**Approved by: Governing Body**

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### 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
- Data Protection Act 2018
- DfE (2023) Arranging education for children who cannot attend school because of health needs
- DfE (2015) 'Supporting pupils at school with medical conditions'
- Section 100 of the Children and Families Act 2014
- Alternative provision Statutory Guidance 2013
- Working together to improve school attendance 2024

This policy operates in conjunction with the following school policies:

- Attendance Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Accessibility Policy
- Supporting children with medical conditions
- First Aid policy
- Health and safety policy

It is also based on the policy guidance provided by our local authority.

### 3. Definitions

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 attend any of the following:

- attending HHELC (Hospital and Home Education Centre) – Hope Academy - which is a medical Pupil Referral Unit in Nottingham City where education is provided within a hospital setting to give continuity whilst the child is receiving treatment.
- receiving 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. This is arranged through HHELC

## 4. Responsibilities of the school

**The Schools Governing Board** 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
- termly review of the arrangements made for pupils who cannot attend school due to their medical needs
- roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all
- robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities
- staff with responsibility for supporting pupils with health needs are appropriately trained.

**The Headteacher is responsible for:**

- working with the Governing Board 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 focusses 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 Governing Board on the effectiveness of the arrangements in place to meet the health needs of pupils
- notifying the Local Authority (LA) when a pupil is likely to be away from the school for a significant period of time due to their health needs

### **Named member of staff**

Glade Hill School has named members of staff who are Sam Wardle (AHT, Inclusion Lead and SENCO) and Anita Bennett (SENCO). Lorna Raynor, Office Manager and Attendance Improvement Officer, provides some administrative support to ensure the below.

They are responsible for:

- dealing with pupils who are unable to attend school because of medical needs.
- overseeing the use of Individual Healthcare Plans (IHPs)
- 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.

### **Staff**

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**

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.

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school, until we can ascertain the anticipated length of absence and the complexity of the illness. The types of education we would look to put in place would include:

- Sending work home
- Live remote lessons/ virtual sessions
- Recorded lessons
- At least weekly mentoring/check in with class staff or the named members of staff
- Weekly check-ins with parents/carers
- Home welfare visits by SEN staff and/ or attendance staff

When the child has recovered sufficiently that they are able to return to school, we will carefully plan the transition using an Individual Healthcare Plan (see Supporting Children with Medical Conditions policy)

## **5. Local Authority Duties**

The LA must arrange suitable up to 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 LA should:

- provide such education as soon as it is clear that a pupil 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 pupil
- ensure 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
- address the needs of individual pupils in arranging provision
- 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.

If the school can't make suitable arrangements, or the illness is having a longer-term impact, the school will make a referral to Hospital and Home Education Learning Centre Nottingham who are commissioned by the LA to provide suitable education for these pupils.

The referral will be presented at their admission panel.

If the child becomes dual registered with Hospital and Home Education Learning Centre, then the school will:

- Work constructively with Hospital and Home Education Learning Centre, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the Hospital and Home Education Learning Centre Nottingham and relevant health services as required
- 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 and as soon as possible.

## 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.
- 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.
- 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 **cannot** remove a pupil who is unable to attend school because of additional health needs from the school roll without explicit permission from their parents/carers and the LA and where:

- The pupil has been certified by a suitably qualified medical professional (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 suitably qualified medical professional (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 (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.

## 8. 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 and HHELC. When reintegration is anticipated the school will work with Hospital and Home Education Learning Centre Nottingham to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as reasonably practicable
- Enable the pupil 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 child returning to school which may take the form of an Individual Healthcare Plan
- Consider whether any reasonable adjustments need to be made in line with Equality requirements.
- The school will consider whether any reasonable adjustments and control measures are needed to be in place to provide access to the school and the curriculum for the pupil as far as reasonably practicable. As necessary, the school will complete a "Individual Pupil- Site & Curriculum access" risk assessment and refer to the "Medical Needs - Supporting pupils with" risk assessment and school policy on this subject.
- 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.

## 9. 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. All teachers, Teaching Assistants, 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.

## **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 Records Management Policy.

## **11. Training**

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

## **12. Examinations and assessments**

The named member of staff will liaise with HHELC 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. Review**

This policy is reviewed annually by the school and where materially amended is consulted on, where necessary. We will monitor the application and outcomes of this policy to ensure it is working effectively.

## **14. Monitoring arrangements**

This policy will be reviewed annually by Anna Stapleton, Sam Wardle – AHT, Inclusion Lead or Anita Bennett (SENCO).

At every review, it will be approved by the full governing board.