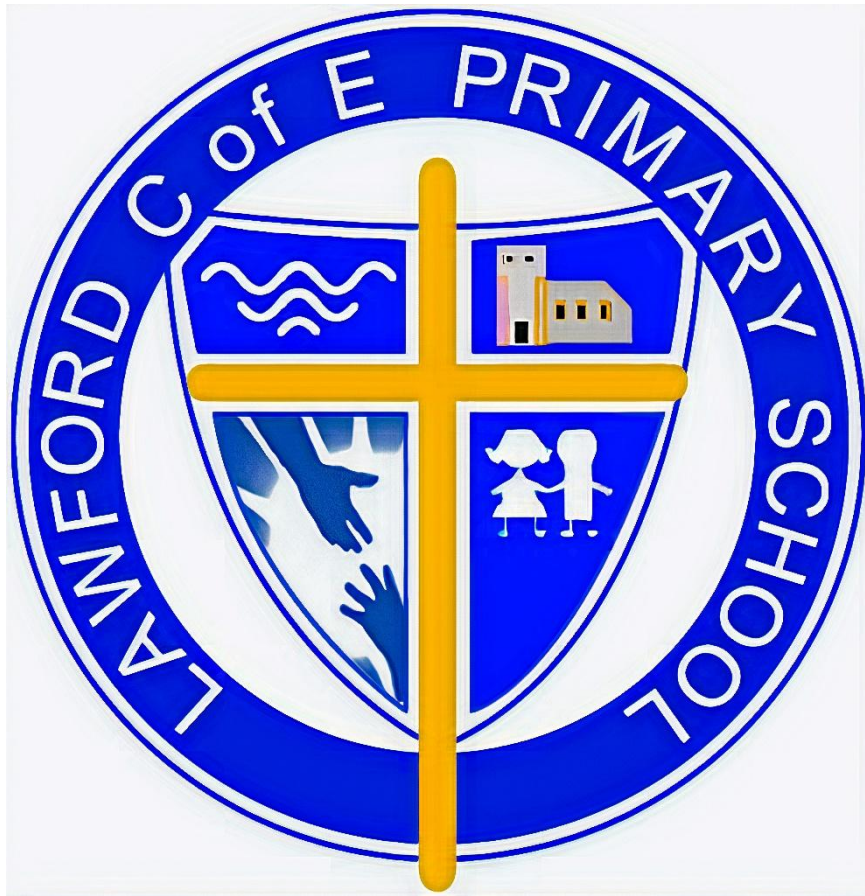




LAWFORD CE PRIMARY SCHOOL

SUPPORTING CHILDREN WHO CANNOT ATTEND SCHOOL DUE TO ILL HEALTH POLICY

Approved by Governors July 2021

Review: Annually latest review July 26

Changes since last edition – names of persons responsible

Introduction

Lawford CE Primary School aims to support the local authority and ensure that all children who are unable to attend school due to health 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 pupil'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 health needs receive the right level of support to enable them to maintain links with their education.

This policy should be read in conjunction with the Essex CC Policy - Children missing their education due to health needs Sep 2020

Named people responsible for policy's implementation from September 2026:

Katharine Usher (Headteacher) and Flora Shaw (DHT).

Local authority duties

This section is in accordance with the Department for Education statutory guidance 'Ensuring a good education for children who cannot attend school because of health needs, 2013.' Local authorities must:

- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

Local authorities should:

- Provide such education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education children receive is of good quality, as defined in the statutory guidance Alternative Provision (2013), allows them to take appropriate qualifications, prevents them from slipping behind their peers in school and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual children in arranging provision. 'Hard and fast' rules are inappropriate: they may limit the offer of education to children with a given condition and prevent their access to the right level of educational support which they are well enough to receive. Strict rules that the offer of education a child receives may also breach statutory requirements.

Provision for siblings

When treatment of a child's condition means that their family have to move nearer to a hospital, and there is a sibling of compulsory school age, the local authority into whose area the family has moved should seek to ensure that the sibling is offered a place, where provision is available, for example, in a local mainstream school or other appropriate setting.

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:

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- Home tuition: a tuition service that acts 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: local authority establishments that provide education for children unable to attend their registered school due to their medical needs.

Roles and Responsibilities:

The Governors are responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their health needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their health 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.

The Headteacher is responsible for:

- Working with the Governors 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 local authority, 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 Governors on the effectiveness of the arrangements in place to meet the health needs of pupils.

- Notifying the local authority when a pupil is likely to be away from the school for a significant period of time due to their health needs.

SENDCo is responsible for:

- Dealing with pupils who are unable to attend school because of health 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 local authority.

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 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 health needs.
- Attend meetings to discuss how support for their child should be planned.

Managing Absences

- 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.

- 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 local authority, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the school will liaise with the local authority to enable education provision to be provided from the start of the pupil's absence.
- For hospital admissions, the Headteacher/Inclusion Lead will liaise with the local authority regarding the programme that should be followed while the pupil is in hospital.
- The local authority will set up a personal education plan (PEP) for the pupil which will allow the school, the local authority 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 local authority has become responsible for the pupil's education.

Support for Pupils

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 Headteacher/Inclusion Lead.
- Access to additional support in school.
- Online access to the curriculum from home.
- Movement of lessons to more accessible rooms where possible.
- 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 local authority.

-The school will work with the local authority 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.

-Where appropriate, the school nurse will be involved in the development of the pupil's reintegration 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 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. The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period

Appendices:

1. Request to Education Access for educational support for Essex pupils missing education due to their health needs
2. Education Access Partnership Agreement

Appendix 1

Request to Education Access for educational support for Essex pupils missing education due to their health needs

This can be:

- Physical medical needs
- Mental health needs
- Pregnancy

Please refer to the Essex medical policy 'Children missing education due to health needs' before completing this form

Key points;

- All referrals must be made in writing to Education Access who will determine whether the referral meets the criteria to enable support to be provided
- Schools will be expected to convene the initial meeting to consider support, where requested and to organise review meetings if the provision is needed for longer than 6 weeks
- Schools are responsible for liaising with parents to obtain updated medical guidance prior to each review meeting
- Schools will retain responsibility for pupils who will remain on the roll of the referring school
- Referrals will only be closed following discussions between Education Access, the school, the parent / carer, pupil, and other relevant professionals

If you wish to discuss the referral in advance please email medical@essex.gov.uk and a member of Education Access will be in touch

To avoid any delay, please complete all relevant sections and email the completed form, together with the appropriate evidence, to medical@essex.gov.uk

Please note if the pupil you wish to refer has an EHCP, SEND or is undergoing a needs assessment please first discuss the referral with SEND Operations first and ensure you carry out a review before making the referral.

Section 1:	Pupil information
Pupil Name	
Date of Birth	Year group
UPN	
Unique Candidate identifier	
Ethnicity	
Is there a Safeguarding file?	☐
Name of parent/carer	
Address. (If not an Essex address please apply to the Local Authority where the pupil normally resides)	
Contact telephone numbers	
Email address	
Parental views on the referral	
Last day of attendance	
Current attendance (Please attach attendance printout)	%
Percentage attendance for preceding year. (Please attach attendance printout)	%

Section 2:	School information
Name of School	
Name of person for liaison	
Email address	
Telephone Number	
Section 3:	Is the pupil known to the Youth Offending Service or to SEND Operations?
YOS	Yes
EHCP*	Yes
SEND School Support	Yes
*Note:	If the pupil has an EHCP please contact SEND Operations to discuss the referral and attach a copy of the last review or advice received from SEND Operations
Section 4:	Safeguarding
Child in Care	Yes
Name of Social Worker and contact details	
Child Protection	Yes
Name of Social Worker and contact details	
Family Solutions	Yes
Name of key Worker and contact details	
School safeguarding concerns	Yes

Name of DSL and contact details	
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Section 5:		Reason for Referral	
Anxious School Refusal		☐	
Mental Health		☐	
Physical		☐	
Please explain below how this impacts on the pupil's ability to attend school			
Section 6:		Medical advice	
1.		There is an expectation that parents and carers will have sought advice from a medical practitioner or, for children with mental health issues, the Emotional Wellbeing and Mental Health service (EWMHS).	
2.		The school will be expected to demonstrate that they have made all reasonable adjustments and followed any advice recommended by the services supporting the pupil before a referral for support can be considered. Any advice or guidance issued to the school and the school's response should form part of the referral.	
3.		Whilst there is an expectation that any referrals made to the LA for support because a young person cannot attend school due to their medical needs will be accompanied by medical evidence confirming this situation referrals will not be delayed due to the lack of appropriate medical evidence. The Education Access team will consider all the evidence available and will review the educational needs of the young person with the school, parents / carers and young person, where appropriate, to determine whether support can be offered.	
Note:		Please ensure that Annex A is completed by the GP and	
		Please give details of any health professional who has offered advice and guidance and include relevant reports outlining their advice with the referral.	
General Practitioner	Name	Contact details	Report attached ☐
Hospital Consultant	Name	Contact details	Report attached

			☐
Emotional Wellbeing and Mental Health Service (EWMHS)	Name	Contact details	Report attached ☐
School Nurse	Name	Contact details	Report attached ☐
Other (please specify)	Name	Contact details	Report attached ☐

Section 7:		Wider agency involvement	
Service	Name	Co Contact details	Report attached
Quadrant attendance lead			☐
Attendance Compliance			☐
School Nurse			☐
Specialist Teacher / Inclusion partners			☐
Education Access CME / EHE			☐
SEND Operations			☐
Other (please specify)			☐
Other (please specify)			☐
Section 8:		Reasonable Adjustments	

Note:	Please give details of the adjustments made by the school to engage the young person in their education ie reduced timetable, timeout card, a quiet place to work
Note:	Failure to properly complete this part of the referral form could lead to a delay in your application being considered.
Presenting need ie triggers, signs, symptoms	
What specific support is required in school for educational, social and emotional needs to be met.	
Please give details of the support that has been provided	
What was the impact of this support?	
What was the outcome of this intervention?	
Is the intervention / adjustment continuing?	
Please explain how you have used your notional £6000 funding to support their needs.	
Section 9:	Additional information
Does the pupil have a Health Care Plan? If so, please attach EHCP and give relevant details	

Does the pupil have a One Plan? If so, please attach and give relevant details	
Please let us know of anything else that is relevant to this request for support	
Head Teachers acknowledgement and authorisation	
✓ I understand that following receipt of this referral I will be contacted by the Education Access Team to discuss the most appropriate support for the pupil ✓ I understand that the pupil will remain on the roll of my school and will allocate a member of staff to act as the main contact point for all those involved with the pupil ✓ I understand that continuation of support will depend on the provision of updated medical evidence/advice. Please note support will only be withdrawn following detailed discussions with all parties and the completion of Annex B	
Signature	
Print Name	
Date	
Parent / carers acknowledgement and authorisation	
✓ I agree that details of my child can be shared with Education Access and other professionals to determine the most appropriate support for my child ✓ I consent to Education Access liaising with other professionals to obtain further information and guidance ✓ I understand that the pupil will remain on the roll of their school	✓ I understand that continuation of support will depend on the provision of updated medical evidence/advice. Please note support will only be withdrawn following detailed discussions with all parties and the completion of Annex B ✓ I understand that I am responsible for the wellbeing and safeguarding of my child for times when they are not in receipt of education support

✓ I understand that I will be required to attend review meetings to ensure my child is being appropriately supported	
Signature	
Print Name	
Date	
What happens next	
Decisions on the appropriateness of the referral can sometimes be made based on the referral form and supporting advice and information alone. However, in some cases Education Access may seek further information or request that you arrange a school-based meeting, involving all the relevant professionals to enable a considered decision to be made. A template to facilitate this meeting will be made available Please ensure that the head teacher and parents / carers sign the referral form and that you attach the relevant documents	
Checklist	Attached
Annex A completed by GP	☐
Reports from professionals	☐
Reports / advice from medical professionals	☐
One plan	☐
Notes from the most recent review meetings	☐
Education Health and Care Plan	☐
Health Care Plan	☐
Signature of headteacher	☐
Signature of parent / carer	☐
'Data Protection: The information contained in this form will be held electronically and will be processed in accordance with the Data Protection Act 2018. Further information about how we use and share your information can be found online here and the privacy notice for Education Services can be found here. For general enquiries regarding this referral you can contact medical@essex.gov.uk The completed form and evidence should be emailed securely to: medical@essex.gov.uk	

Annex A: Medical Advice Form

- Schools should complete **part 1** and then send to the relevant medical professional to seek their views by asking them to complete **part 2**.
- The completed document should be submitted with the medical referral form to Education Access at medical@essex.gov.uk
- If you wish to discuss this in any further detail, please use the email address above and one of the team will be in touch.

Part 1: For school use

Name of child	
Date of birth	
Address	
School attended	
Contact details for school	Name Telephone / email

Part 2: For completion by medical professional - to be completed by:

- A member of the Community Paediatrician Team
- Hospital Consultant
- Clinical Psychologist
- Emotional Wellbeing and Mental Health Service
- Consultant Child and Adolescent Practitioner
- GP - with a referral to one of the above

The information you provide will be shared with the Education Access Case Panel and will be used at the Case Panel meeting where the request for support from Education Access will be considered

By completing this section you are confirming that you have permission to share the following information and that you are aware that this information will be shared with other professionals working in education, health or social care

Name of professional	
Position held	
Hospital or place of work	

Contact details	Telephone Email
Date pupil last examined by professional	
Medical diagnosis / condition	
Does the pupil have an Individual Health Care Plan (IHCP)	Yes (please ensure this is attached) No
How does the medical condition impact on pupil's ability to access education? (energy levels, concentration, engagement etc.)	
Can the pupil attend school	Full time: Part time: – please give further details Not well enough to attend: – please give reason in full

Is there any reason that a group educational setting would not be appropriate?	If this section is left blank, we will assume a grouped educational setting would be appropriate
Can the pupil access on-line learning?	
Please add suggestions for strategies to aid reintegration into mainstream school	
Has the pupil been referred to a different medical professional?	Yes - Please give details and the likely date for the appointment No:
Date of next medical review	
Signature	
Date	

Data Protection - The information contained in this form will be held electronically and will be processed in accordance with the Data Protection Act 2018. Further information about how we use and share your information can be found online [here](#) and the privacy notice for Education Services can be found [here](#). For general enquiries regarding this referral you can contact medical@essex.gov.uk

Education Access – Partnership Agreement

This partnership agreement outlines the key roles and responsibilities for each party involved in supporting a statutory placement for a pupil with medical needs. The partnership agreement will be reinforced by an action plan to support the pupil's reintegration steps. All parties are required to understand and agree to this before signing. This will happen prior to placement.

Pupil Name	School	Named person/ school link
Date of initial meeting	Review Date (6 weeks)	Return to School Date (12 weeks)
The role and responsibilities of the referring school		
To identify a senior member of staff, able to make decisions, to host, chair and minute all meetings using the LA format- minutes to be shared with attendees within five working day		
- To identify a school link person to advocate for the pupil within school. The school link person will be responsible for: - Weekly check-ins with the young person - Providing details of the young person's current timetable and must ensure that the class teachers / heads of departments provide all the curriculum resources in order that the pupil can complete courses and prepare for assessments and examinations. - Ensure work is marked when returned by the young person - Supporting the pupil to feel part of the school community whilst they are not well enough to attend school by keeping them informed of school social events and encouraging contact with peers		
Where possible support the pupil to access education in non - core subjects during the period they are not attending school		
Provide a suitable working area within the school for the pupil / education provider where necessary		
Be proactive in supporting the reintegration of the pupil back into school as soon as they are well enough. Where necessary the school will need to make reasonable adjustments under equalities legislation. This duty is anticipatory, and adjustments must be put in place beforehand to prevent a pupil experiencing disadvantage		
To provide exam board details and syllabus for KS4 pupils. Schools also remain responsible for exam entries including invigilation. Where a pupil is unable to take their exams within the school setting, it is the school's responsibility to organise those exams, secure an invigilator and locate a safe venue.		
Ensure regular fortnightly visits to the pupil when accessing offsite tuition to build relationships and provide the link to school.		
Ensure continued liaison with the pupil's family to support reintegration.		
Parent/carer role and responsibilities		
Agree for information to be shared appropriately between school and agencies in line with ECC privacy policy		

Support their child with engaging with offsite provision and reintegration steps where appropriate
Inform school/provider of any absence as soon as possible
To provide medical reports/ advice and share with the school
Responsible for safeguarding their child when they are not receiving education
Understand that the aim of the partnership is to return the pupil to the referring school
Pupil roles and responsibilities
To be ready to work with the educational provider
To try and communicate your views
Engage with agencies as appropriate
Education provider roles and responsibilities
Liaise with link person in school
To report on attendance and safeguarding in line with the school's policy
Education Access roles and responsibilities
Work with the school, provider, family and pupil to ensure the delivery of a curriculum that can meet the needs of the pupil
To monitor and critically review provision to ensure it continues to meet pupil needs

Pupil specific actions:	By when	Person responsible
