

Duke of Bedford Primary School

Children with health needs who cannot attend school Policy

March 2025



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
- 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 in school and will work with the Local Authority (Peterborough City Council), healthcare partners and the parents to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

2. Legislation and guidance

This policy reflects the requirements of the [Education Act 1996](#).

The Local Authority has a duty set out in the statutory guidance, "Ensuring a good education for children who cannot attend school because of health needs."

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

The Equality Act 2015 is also an important part of the legal framework around children and young people with significant medical needs.

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

3. Responsibilities of the school

Schools in Peterborough, as in the rest of the country, are required by law to make arrangements for supporting pupils with health needs who are unable to attend school.

Guidance states that:

- Pupils at school with health needs should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils, and parents/carers to ensure that the needs of children with health needs are effectively supported.

The statutory guidance also indicates that there should be a named person who is responsible for the practical implementation of this policy within each school. This will be the headteacher.

Initially, The Duke of Bedford School will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

The class teacher of the pupil will be responsible for preparing work and sharing this with Parents/Carers. The SENCo will be responsible for monitoring these arrangements and supporting the class teacher if required.

A meeting will be held 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 child.

Arrangements could include sending work home, providing remote education via TEAMS, or attending a hospital school. The pupil will be slowly integrated back into school with either alternative arrangements to make it possible, such as alternative provision for break or lunch times or the pupil may come back into school on a reduced timetable until their health needs have been met.

If a reduced timetable is agreed between school and parents, the relevant paperwork will be completed and submitted to the Attendance Team at Peterborough City Council.

The school will host and chair regular review meetings when a child is accepted for support (normally every 6 weeks); produce action plans, distribute notes of these meetings, and ensure that the tuition support provided is of suitable quality. The school will also ensure that pupils who are unable to attend school, are kept informed about school social events and are encouraged to maintain contact with their peers

3. If the local authority makes arrangements

The statutory guidance is clear that there will be a wide range of circumstances where a child has a health need but may receive suitable education that meets their needs without the intervention of the local authority. For example, where the child can still attend school with some support or where the school has made arrangements to deliver suitable education outside of school for the child.

PCC are responsible for arranging education for children of compulsory school age, who because of illness, would not receive education without such provision. This duty applies to all children and young people, regardless of the type or location of the school they would normally attend and whether or not they are on the roll of a school.

- Unless the local authority considers that a pupil's condition means that full-time provision would not be in his or her best interests.
- Inclusive of pupils attending academies, free schools, special schools, independent schools or maintained schools.
- Where a child is ordinarily resident in Peterborough but attends school outside the city, PCC retains responsibility for arranging provision for that child. PCC may seek to recoup costs incurred from the home authority in relation to health needs provision for Children in Care placed in Peterborough by a different local authority.

Health needs provision will generally take the form of one-to-one support within the home environment. This could be provided through an online tuition service. Therefore, consequently, the hours of face- to-face provision could be fewer than a "normal" school day as the provision is more concentrated. This would be agreed between the parent, school and the Local Authority and be reviewed on a six-weekly basis.

Named person

It is a statutory requirement that local authorities have a named person responsible for co-ordinating and managing the education of children with additional health needs. For PCC, the named person is:

Jason Wing - Head of Behaviour and Inclusion

Jason.Wing@peterborough.gov.uk

The Health Needs Co-ordinator is responsible, in liaison with schools and other professionals, for ensuring that PCC fulfil its statutory duties in relation to health needs provision for children and young people who cannot attend school for health reasons, *and where this reason is confirmed by health professionals to the satisfaction of the Council. Evidence from a GP alone is not sufficient.*

Schools can contact the Health Needs Co-ordinator to obtain support, advice, and guidance in relation to health needs education provision and their own statutory responsibilities in supporting children with additional health needs, both in general terms and in relation to specific cases.

The Health Needs Co-ordinator will liaise with professionals and colleagues within both health and education services as appropriate to ensure that children with additional health needs are able to access a suitable education.

Where the Health Needs Co-ordinator does not consider the threshold for support has been met, the case will be referred back to the school who may wish to continue to support the child's education at home or seek to proceed with the attendance policy for non-attendance.

If the school can't make suitable arrangements, PCC will become responsible for arranging suitable education for these pupils.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority 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
- When reintegration is anticipated, work with the local authority 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 possible
 - 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
 - Consider whether any reasonable adjustments need to be made

Where a school is seeking support on medical grounds for a pupil with SEND, whether they have an Education, Health, and Care (EHC) plan or not but who are on roll at a mainstream or special school, the school should first discuss the situation with the SEN (Special Education Needs) & Inclusion Services (SENI) to determine the most appropriate route to follow.

The school may wish to advise the parents / carers to contact the Parent Partnership team.

Hospital in-patients

PCC provides education for children and young people who are in-patients at Peterborough hospitals, as well as offering transitional support for children and young people being discharged from long stays in hospital or those who have repeat admissions.

In certain instances, particularly in the case of severe mental health needs, children may be placed in specialist residential hospitals outside of Peterborough by the National Health Service (NHS).

Many of these facilities have access to an on-site education provision or school that can offer education as part of the package of care. PCC retain responsibility for the education of these children whilst they remain in hospital and upon their return to Peterborough following discharge.

In advance of a proposed discharge, particularly in the instance that an alternative educational provision is being proposed, parents/carers or professionals working with a child who falls into this category should contact either their Education, Health, and Care Plan Co-ordinator (for children with an Education, Health and Care Plan) or alternatively Health Needs Co-ordinator to discuss future educational provision.

Children with life-limiting and terminal illness

PCC will continue to provide education for as long as the child's parents and the medical staff wish it.

Medical Needs Referral Criteria

Health Needs referrals will ordinarily be made by the school at which the child is on roll.

All referrals should be sent to the Health Needs Co-ordinator via email. Referrals will be considered with the following documents:

- An appropriately completed medical needs referral form. Incomplete forms or those that do not contain sufficient detail will be returned.
- A letter from a medical professional/clinician that clearly states that the young person is unable to attend school because of their health needs (medically unfit to attend school)
- Where advice from a medical consultant is not yet available medical evidence will be expected from at least one of the following medical professionals:
 - * General Practitioner
 - * CAMHS (Child and Adolescent Mental Health Services) professional (i.e., mental health nurse/mental health practitioner)

(Please note that medical evidence from a GP alone is not sufficient for the local authority to accept that the child is medically unfit to attend school).

A planning meeting will then determine the appropriate provision for an initial period of 6 school weeks (or for the period that the student is absent from school, whichever is shorter).

There is an expectation that the child's home school will plan the work delivered in these sessions in collaboration with a tutor, to ensure consistency of learning.

Planning meetings will ordinarily take place within the school which submitted the referral or the child's home. Invitees should include child, parent/carer, home school, Local Authority Health Needs Co-ordinator. An invitation should also be sent to the health professional that provided the medical advice.

Before it is agreed that teaching can take place in the home, it will be necessary to carry out appropriate risk assessments. Where a pupil is taught at home it is necessary for there to be a responsible adult in the house.

If, after this initial period, the student is unable to return to school, further medical advice will be required for the provision to continue.

Reintegration

The aim is to reintegrate pupils back into school at the earliest opportunity as soon as they are well enough.

A reintegration programme will be put together following discussion with the child or young person, parent/carer, school, relevant health professional(s) and other involved agencies as appropriate.

In some cases, it may not be possible for the child to return to school on a full-time basis initially.

Arrangements for reintegration (or any future education arrangements) will need to consider any ongoing health problems or disabilities they may have.

Health Needs Provision Process

1. Child's school completes Health Needs referral and submits this to the Health Needs Co-ordinator (Anna Wahlandt)

2. Health Needs Co-ordinator contacts the school to indicate whether the referral has been approved.

3. Planning meeting takes place to discuss and agree level of health needs support and a six-week plan is completed by the designated person in school with a copy provided for relevant stakeholders

4. Health Needs Co-ordinator arranges agreed provision to commence for an initial period of 6 school weeks

5. Meeting after initial six weeks to review and update the plan. Any updates emailed to all relevant stakeholders

6. Agree end of plan and plan to reintegrate back into school. Alternatively, agree continuation of plan upon receipt and agreement of updated medical advice
(for a further 6 weeks)

Health Needs Referral Form

Personal Details of Child Requiring Support

Full Name:

DOB:

Name of Parent/Carer:

Address:

Postcode:

Telephone Contact:

Email Address:

UPN:

Year Group:

Gender:

Ethnicity:

EAL (English as an Additional Language): Y / N

Pupil Premium: Y/N

FSM: Y/N

EHCP?	EHCP Assessment?	SEN Support?	LAC?	Previously CiC (Child in Care)?	Adopted?	CP (Child Protection) Plan?	CIN (Child in Need) Plan?	CP Concern?
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

School / Referrer Information

School Name:

Named Contact (referrer):

Designation:

Contact Number:

Email address:

Reasons for Referral	
What are your concerns?	
What do you hope to gain from this referral - ideal outcome?	

Context - Education	

Context - Health	

Context – Other Agencies	

Context – Parents/Carers	
(Please ensure that parents/carers have consented to this referral)	
What are the views of the parents/carers?	

Does the school have written agreement from the parents / carers to make this referral for medical tuition?	
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Other Useful Information

Please include any information which it is felt will be helpful e.g., curriculum coverage, levels attained, online resources used, interests/hobbies, attitude to learning etc

If pupil is in Y6 which will be the next school and has a place been secured?

Baseline Information

Please highlight the relevant description in bold text:

Attendance in last 6 school weeks	81%+	51% - 80%	26-50%	10-25%	Below 10%
Timetable	Timetabled for all subjects	Timetabled for most subjects	Timetabled for less than 4 subject classes	Timetabled for 1 or 2 classes	Not expected to attend classes
Independence in lessons	Is independent in class	Some accommodation by teacher but independent	Some adult support in class	Has adult support at all times	Is not able to attend classes even with support
Social times	Mixes well with other pupils, without support	Manages social times without support	Manages social times in supported environment	Is supported by staff at social times	Avoids social times at school

Accessing lessons	Goes into classroom without support	Accesses classroom with support	Accesses small group teaching	Accesses 1:1 teaching	Does not access teaching at school
Friendships	Has several good friendships	Has more than one good relationship with other pupils	Has one good relationship	Has acquaintances	Socially isolated
Navigates the school	Can move around school and follow timetable independently	With small accommodations can manage timetable independently	Support required such as meeting and greeting or prompting throughout the day	Substantial support required e.g., accompanied in parts of the school	Does not move around school
Co-operation	Always co-operative and follows rules	Small infrequent problems with co-operation	Some problems cannot/will not co-operate especially when under stress	General issues with behaviour /compliance /co-operation	Significant behavioural difficulties
Communication	Communicates well, is articulate and polite	Some difficulties communicating	Often cannot or will not communicate e.g., in class or discussions with staff	Sometimes inappropriate communication	Is often rude and inappropriate

Please make sure that all sections are completed in full. If incomplete forms are submitted this may result in a delay whilst we wait for additional information.

Completed referral forms and supporting documents should be sent via email to:

anna.wahlandt@cambridgeshire.gov.uk

If you wish to discuss any aspect of the process, please email Anna Wahlandt.

4. Monitoring arrangements

This policy will be reviewed annually by the headteacher. At every review, it will be approved by the full governing board.

5. Links to other policies

This policy links to the following policies:

- Accessibility plan

- Supporting pupils with medical conditions
- SEND Policy