Children with Health Needs who Cannot Attend School Policy

Date Agreed by the Governing Body	November 2026
Date to be reviewed	November 2027
Date of last review	November 2025
Governors Committee accountable for review	Education
Senior Leadership Team member accountable for review	DPD

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1. Aims

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

The Royal Grammar School aims to ensure that all children 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.

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, students should receive their education within their school and the aim of the provision will be to reintegrate students back into school as soon as they are well enough.

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 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 has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- The Education Act 1996
- Working together to improve school attendance

It is also based on the following statutory guidance from the Department for Education (DfE):

- Alternative provision
- Arranging education for children who cannot attend school because of health needs

This policy also follows guidance provided by our local authority.

3. The Responsibilities of the School

3.1 If the school makes arrangements – Year 7-13

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.
The Head of Year with support of the SENDCo will be responsible for making and monitoring these arrangements. The Head of Year will lead the team around a child supported by the Form Tutor, Matron, The Student Development Assistant, SEND team, Senior Attendance Champion and Attendance Officer(s). 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 child.

Arrangements could include online learning, sending work home, attending the in school EBSNA tutoring provision or attending a hospital school, or work will be prepared by class teachers.

The student 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 student may come back into school on a reduced timetable until their health needs have been met.

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

If the school can't make suitable arrangements, Buckinghamshire Local Authority will become responsible for arranging suitable education for these children.

The LA should:

- If our school cannot make suitable arrangements, or if it is clear that a child will be away from school for 15 days (consecutive or over the course of the year) or more because of their health needs, Buckinghamshire Local Authority will become responsible for arranging suitable education for these children
- When the local authority arranges alternative education, the education should begin as soon as possible, and at the latest by the 6th day of the child's absence from school
- Where full-time education is not in the child's best interest for reasons relating to their physical or mental health, the local authority must arrange part-time education on whatever basis it considers to be in the child's best interests.

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

- Provide to the local authority, at agreed intervals, the full name and address of any pupils of compulsory school age who are not attending school regularly due to their health needs
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the child
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the child and that it is providing suitable education
- Share information with the local authority and relevant health services as required
- When a child has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the child's needs (e.g. through individual support, arranging alternative provision or by them remaining at school, being supported at home and back into school after each absence)
- Where possible, allow the child to take examinations at the same time as their peers, and work with the local authority to support this
- Help make sure that the child can be reintegrated back into school successfully

When reintegration is anticipated, school should work with the local authority 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 child returning to school
- Consider whether any reasonable adjustments need to be made.

3.3 The Governing Body and Head Teacher are responsible for:

- Ensuring arrangements for students who cannot attend school as a result of their medical needs are in place and are effectively implemented
- Ensuring the termly review of the arrangements made for students who cannot attend school due to their medical needs
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students 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 students with health needs are appropriately trained
- Appointing a named member of staff who is responsible for students with healthcare needs and liaises with parents, students, the LA, key workers and others involved in the student's care
- 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
- 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.

3.4 The SENCo and Head of Year team are responsible for:

- Dealing with students who are unable to attend school because of medical needs.
- Actively monitoring student progress and reintegration into school.
- Supplying students' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the headteacher, education providers and parents to determine students' programmes of study whilst they are absent from school.
- The students' Head of Year will provide a link between students and their parents, and the LA.

3.5 Teachers and Support Staff are responsible for:

- Understanding confidentiality in respect of students' health needs
- 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
- Understanding their role in supporting students with health needs and ensuring they attend the required training
- Ensuring they are aware of the needs of their students through the appropriate and lawful sharing of the individual student'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.

4. 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 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 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 student, 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 students with health needs will notify the LA, who will take responsibility for the student and their education
- 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
- For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the student is in hospital
- 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 to work together
- 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
- The school will only remove a student who is unable to attend school because of additional health needs from the school roll where: The student has been certified by the school's 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 student 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 student unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the school's medical officer, even if the LA has become responsible for the student's education.

5. Support for students

- 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
- The school will make reasonable adjustments under students' individual healthcare plans (IHCPs), in accordance with the Supporting Students with Medical Conditions Policy
- Students 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 student's education to establish and maintain regular communication, ensure the student is safeguarded and work to achieve effective outcomes
- 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 using the following methods: school newsletters, Emails, Invitations to school events, cards or letters from peers and staff
- Where appropriate, the school will provide the student's education provider with relevant information, curriculum materials and resources.

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.

6. Monitoring arrangements

This policy will be reviewed annually by the Assistant Head - Student Development in conjunction with the SENDCo. At every review, it will be approved by the Education Committee of the governing board.
Any changes in the policy will be clearly communicated to all members of staff involved in supporting students with additional health needs, and to parents and students themselves.

7. Definitions

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues
- Physical injuries
- Progressive conditions
- Terminal illnesses
- Chronic illnesses

If students are unable to attend mainstream school for the reasons of mental health problems, including anxiety issues, or emotional difficulties or school refusal, the school has a tutoring provision that will tutor students in the 5 core subjects and will slowly build up returning to mainstream full time education where appropriate. This provision will be overseen by the School SENCo and SEND Team.

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
- The school's EBSNA tutoring provision, or with assistance of the LA, 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 PRUs: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

8. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Attendance policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- E-Safety Policy
- Equalities Policy
- Home-School Agreement
- School Rules
- Sixth Form Agreement
- Special educational needs and disabilities (SEND) policy