

CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

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Title: CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

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Version Control		
Date	Version	Comments
18/11/22	2.0	

0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
2.0	8	Key Staff referenced table updated

Version Control		
Date	Version	Comments
18/11/22	2.0	

Contents

0. Document Control	3
1. Definitions	5
2. Scope of the Policy	5
3. Policy Aims and Ethos.....	5
4. Links to Legislation and Guidance Documents.....	5
4.1. Relevant Internal Policies	5
4.2. Relevant External Documents	6
5. Roles and Responsibilities	6
5.1. Trust Board	6
5.2. Local Authority (in most cases Royal Borough of Greenwich)	6
5.3. Headteacher	6
5.4. Policy Compliance Lead / Designated Policy Lead	6
5.5. All Teaching Staff.....	7
6. Procedures when the School makes arrangements.....	7
7. Procedures when the Local Authority makes arrangements.....	8
8. Appendix 1 – Key Members of Staff Referenced	10
9. Appendix 2 – Links to Legislation and Guidance Documents.....	10
10. Approval Signature	10

Version Control		
Date	Version	Comments
18/11/22	2.0	

1. Definitions

The “Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A “School” refers to an individual academy within the Trust, as denoted by their Unique Reference Number. In the case of this policy, the “School” refers to Royal Greenwich Trust School.

The “Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

A “Parent” includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day to day care of a pupil.

A “Pupil” includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

The “Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values.

2. Scope of the Policy

This policy applies to students with physical and / or mental health needs who are not able to attend Royal Greenwich Trust School, their parents and all staff.

3. Policy Aims and Ethos

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.

4. Links to Legislation and Guidance Documents

4.1. Relevant Internal Policies

This policy should be read in conjunction with the following policies;

- Accessibility Plan
- Admissions Policy
- Attendance and Punctuality Policy
- Behaviour for Learning (including the Exclusion Policy)
- Child Protection and Safeguarding
- Equality Policy
- Exams Policies and Documents
- Special Educational Needs
- Student Mental Health and Wellbeing
- Supporting Pupils with Medical Conditions and First Aid in Schools Policy
- Teaching and Learning Policy

Version Control		
Date	Version	Comments
18/11/22	2.0	

4.2. Relevant External Documents

- Ensuring a good education for Children who cannot attend school because of health needs’ DfE Statutory Guidance, May 2013, which refers to Section 19 of the Education Act 1996 and Equality Act 2010.
- Guidance from the local authority – Royal Borough of Greenwich

5. Roles and Responsibilities

5.1. Trust Board

The Trust Board are responsible for:

- Ensure that high standards of provision are made for students with health needs who cannot attend school.
- Ensure that students with health needs who are not able to attend school (full time or intermittently) are fully involved in school activities as far as their condition allows.
- Have regard to the government statutory guidance when carrying out these responsibilities

5.2. Local Authority (in most cases Royal Borough of Greenwich)

Local authorities (in most cases The Royal Borough of Greenwich) are responsible for:

- “Arranging suitable full-time education (or as much education as the child’s health condition allow) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.” (DfE Statutory Guidance, May 2013, Page 4)

5.3. Headteacher

The Headteacher is responsible for:

- Ensuring that provision has been provided for by the local authority and that there is ongoing dialogue between the LA / School / Student and Family / Medical Practitioners.

5.4. Policy Compliance Lead / Designated Policy Lead

The Deputy Headteacher: Inclusion (Designated Safeguarding Lead) is responsible for:

- Liaising with students and their families and RGTS’s Student Services Manager who oversees attendance to identify any students for whom may fall under the category of ‘Children with Health Needs who cannot attend school’ / if a pupil is likely to be away from school for more than 15 school days.
- Meeting with all stakeholders.
- Informing the local authority of the situation and requesting support.
- Being a key person in drawing up a plan of action with regular points of review.
- Ensuring ongoing communication with all relevant parties for academic purposes. This includes ensuring a student’s alternative education setting / Home Tutor has detailed information about the

Version Control		
Date	Version	Comments
18/11/22	2.0	

curriculum / lessons / set texts the student has / would be studying if on site, as well as their attainment levels (data) and potential additional needs such as EAL / SEND.

- Encouraging the student to stay in contact with other students, for example through visits or videos.
- Ensuring students and their families receive all communications e.g. letters / newsletters – even if they do not have access to technology.
- Ensuring where appropriate a student has an equality of examination opportunities.
- Ensuring that ongoing opportunities are offered where possible such as inclusion to peer group assemblies either virtually or onsite.
- Where appropriate apply for an EHC Plan.
- Supporting the student’s transition back onto site (if and when is appropriate). This includes updating the student’s teachers / where appropriate all staff.

5.5. All Teaching Staff

All teaching staff have responsibility for:

- Providing transitional handover information, where appropriate for those students who are studying off site.
- Supporting students if and when they return onto site.

6. Procedures when the School makes arrangements

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

If the period of illness is likely to be shorter than 15 days then the school may decide to provide suitable work that can be completed at home. This work will be coordinated by the student’s Head of Year and sent home by the most appropriate means. Work can be returned in a variety of ways; including MS Teams / email / post / hand delivered for feedback from the relevant member of teaching staff.

If this is a planned period of illness (for example, recovering from an operation) then the school may choose to keep in contact online using the school’s remote learning practices. This blended learning approach would combine some face-to-face, virtual and independent tasks.

There will be telephone, email or online keeping in touch contact which will normally be arranged through the student’s Form Tutor. This is to maintain social engagement and keep the student in touch with what is going on at school in terms of extra-curricular events, themed weeks or special events. It would also be good practice for the student’s friends to be part of this keeping in touch where possible.

Work sent home in this case will be monitored for quality firstly by the Head of Department and overseen by the Deputy Headteacher: Teaching and learning.

This will be arranged mainly through the student’s parents or carers so there is one point of contact.

Version Control		
Date	Version	Comments
18/11/22	2.0	

Re-integration back into school will be provided on an individual basis, and may start with a part-time timetable focusing on targeted work. There will be no one size fits all protocol. It is essential that the wellbeing of the student is paramount in any reintegration process.

7. Procedures when the Local Authority makes arrangements

The Royal Borough of Greenwich will become responsible for making arrangements if a child is off sick for a period of more than 15 days. The statutory guidance says that the Local Authority must:

1. 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 student.
2. 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.
3. 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 limit the offer of education a child receives may also breach statutory requirements.
4. Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.

The Deputy Headteacher: Inclusion (Designated Safeguarding Lead) has responsibility for commissioning the service of the young person's local authority.

This could include arranging a variety of provision, usually and could include:

- Home Teaching
- A hospital school or teaching service
- A specialist provision of students with Mental Health Needs referred by CAMHS such as NEST.
- A combination of Home and Hospital teaching.

The local authority should:

- Make sure children continue to get a full-time education – unless part time is better for their health needs.
- Have a Senior Officer in charge of the arrangements and a written policy explaining how they will meet their responsibilities.
- Make sure a child is not without access to education for more than 15 school days.
- Arrange education from the start of a child's absence if it is clear they are going to be away from school for long and recurring periods.

If the school is unable to make suitable arrangements, the student's local authority will become responsible for arranging suitable education for these students.

Version Control		
Date	Version	Comments
18/11/22	2.0	

In the event of this occurrence, a referral will be made, following the Local Authority's protocol.

The Deputy Headteacher: Inclusion (Designated Safeguarding Lead) and SENDCO will make this decision jointly, based on the evidence at the time and made in the student's best interest.

There are no set number of days when this action would be taken, but every effort would be made to ensure that contact is made with parents and carers.

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 student.
- Share information with the local authority and relevant health services as required.
- Help make sure that the provision offered to the student is as effective as possible and that the student 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 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 RGTS).
- Create individually tailored reintegration plans for each student returning to school.
- Consider whether any reasonable adjustments need to be made.

Version Control		
Date	Version	Comments
18/11/22	2.0	

8. Appendix 1 – Key Members of Staff Referenced

Role	Name
Deputy Headteacher: Inclusion	Lee Davey
Student Services Manager	Anitha Nesbitt
SENDCO	Clara Waygood
Deputy Headteacher: teaching and Learning	Steve Boot
Headteacher	Caroline Toyne

9. Appendix 2 – Links to Legislation and Guidance Documents

DfE Statutory Guidance May 2013 *'Ensuring a good education for children who cannot attend school because of health needs'*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf

10. Approval Signature

Signature of (enter position e.g. Chair) _____

Print name _____

Date _____

Version Control		
Date	Version	Comments
18/11/22	2.0	