



## Policy Statements and Procedures

# CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL (COLLEGE) POLICY

### Statement of Intent

Parkside Studio College aims to support all students who are unable to attend college due to medical needs and who would not receive suitable education without such provision. Our students shall continue to have access to as much education as their medical condition/and or needs allow, to enable them to reach their full potential. Due to the nature of their health needs, some students may be admitted to hospital or placed in alternative forms of education provision.

We understand that we have a continuing role in a student's education whilst they are not attending the college and will work with the Local Authority, healthcare partners and families to ensure that all students with medical needs receive the right level of support to enable them to maintain links with their education. Individual cases, which can be complex, will be discussed with Local Authority Participation Officers, who can provide additional support and guidance. We recognise that, whenever possible, student should receive their education within their college and the aim of the provision will be to reintegrate students back into college as soon as they are well enough.

### Aims

This policy aims to ensure that:

- Suitable education is arranged for students on roll who cannot attend college due to health needs;
- Students, staff and Parents, Guardians and Carers understand what the college is responsible for when this education is being provided by the local authority.

Due to the nature of their health needs, some students 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 college and the aim of the provision will be to reintegrate students back into college as soon as they are well enough.

### 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 (2013) 'Ensuring a good education for students who cannot attend college because of health needs';
- DfE (2015) 'Supporting students at college with medical conditions'.

**The responsibilities of the college: if the college makes arrangements**

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

The Principal and SENCO will be responsible for making and monitoring these arrangements. A meeting will be made with Parents, Guardians and 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 the college and Parents, Guardians and Carers. The plan will then be carried out to deliver education to the child. Arrangements could include sending work home, attending a hospital college or work will be prepared by class teachers. The student will be slowly integrated back into college with either alternative arrangements to make it possible such as alternative provision for break or lunch times or the student may come back into college on a reduced timetable until their health needs have been met.

**If the Local Authority makes arrangements**

If the college cannot make suitable arrangements, then the Local Authority (Hillingdon) will become responsible for arranging suitable education for these students.

**The LA should:**

- Provide such education as soon as it is clear that a student will be away from college 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 student. Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in college, and allows them to reintegrate successfully back into college as soon as possible;
- Address the needs of individual students in arranging provision;
- Have a named officer responsible for the education of students with additional health needs and ensure Parents, Guardians and Carers know who this is;
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards students 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 students and young people under and over compulsory college age;

**The LA should not:**

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education;
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost;
- Have policies based upon the percentage of time a child is able to attend college; rather than whether the child is receiving a suitable education during that attendance;
- Have lists of health conditions which dictate whether or not they will arrange education for students or inflexible policies which result in students going without suitable full-time education (or as much education as their health condition allows them to participate in);

**In cases where the local authority makes arrangements, the college will:**

- Work constructively with the local authority, providers, relevant agencies and Parents, Guardians and Carers 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 child can be reintegrated back into college successfully. When reintegration is anticipated, work with the local authority to;
- Plan for consistent provision during and after the period of education outside the college, allowing the student to access the same curriculum and materials that they would have used in college as far as possible;
- Enable the student to stay in touch with college life (e.g., through newsletters, emails, invitations to college events or internet links to lessons from their college);
- Create individually tailored reintegration plans for each child returning to college;
- Consider whether any reasonable adjustments need to be made.

**The Governing Board and Principal are responsible for:**

- Ensuring arrangements for students who cannot attend college 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 college 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, Guardians and Carers, 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 college for a significant period of time due to their health needs.

**The SENCO is responsible for:**

- Monitoring students who are unable to attend college because of medical needs, monitoring and developing their healthcare plans;
- Actively monitoring student progress and reintegration into college;
- Supplying students' education providers with information about the child's capabilities, progress and outcomes;
- Liaising with the Headteacher, education providers and Parents, Guardians and Carers to determine students' programmes of study whilst they are absent from college;
- Providing a link between students and their Parents, Guardians and Carers, and the LA.

**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, Guardians and Carers informed of how their child's health needs are affecting them whilst in the college.

### **Absences**

- Parents, Guardians and Carers are advised to contact the college on the first day their child is unable to attend due to illness;
- Absences due to illness will be authorised unless the college has genuine cause for concern about the authenticity of the illness;
- The college will provide support to students who are absent from college because of illness for a period of less than 15 college days by liaising with the student's Parents, Guardians and Carers to arrange college work as soon as the student is able to cope with it, or part-time education at college;
- The college 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 college days, either in one absence or over the course of a college year, the college will notify the LA, who will take responsibility for the student and their education;
- Where absences are anticipated or known in advance, the college will liaise with the LA to enable education provision to be provided from the onset of 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 college, the LA and the provider of the student's education together;
- The college will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at college;
- The college will only remove a student who is unable to attend college because of additional health needs, from the college roll where: *the student has been certified by the college as unlikely to be in a fit state of health to attend college, before ceasing to be of compulsory college age; and neither the student nor their parent has indicated to the college the intention for the student to continue to attend the college, after ceasing to be of compulsory college age;*
- A student unable to attend college because of their health needs will not be removed from the college register without parental consent and certification from the college's Principal, even if the LA has become responsible for the student's education.

### **Support for students**

Where a student has a complex or long-term health issue, the college will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, Parents, Guardians and Carers and, where appropriate, the student. The LA expects the college to support students with health needs to attend full-time education wherever possible, or for the college to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments:

- The college will make reasonable adjustments under students' individual healthcare plans (EHCPs), 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 college will work with the provider of the student's education to establish and maintain regular communication and effective outcomes;
- Where appropriate, the college 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 college 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 college;
- Online access to the curriculum from home;
- Movement of lessons to more accessible rooms;
- Places to rest at college;
- Special exam or assessment arrangements to manage anxiety or fatigue.

### **Monitoring arrangements**

- This policy will be reviewed annually by the Strategic Planning Group at the Trust.
- At every review, it will be approved by the full Governing Body.
- 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, Guardians and Carers and students themselves.

### **Definitions**

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

- Diagnosed health issues;
- Physical injuries;
- Progressive conditions;
- Terminal illnesses;
- Chronic illnesses.

Students who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital college: a special college with in a hospital setting where education is provided to give continuity whilst the child is receiving treatment;
- Home tuition: many LAs have home tuition services that act as a communication channel between colleges and students on occasions;
- Where students are too ill to attend college and are receiving specialist medical treatment;
- Medical PRUs: these are LA establishments that provide education for students unable to attend their registered college due to their medical needs.

**Last reviewed:** September 2024

**Due for review:** September 2025