



CHILDREN AND YOUNG PEOPLES SERVICES

POLICY AND PRACTICE DOCUMENT FOR CHILDREN AND YOUNG PEOPLE UNABLE TO ATTEND SCHOOL BECAUSE OF MEDICAL NEEDS

Aim

This policy and practice document aims to ensure that all pupils on a Bournemouth school roll aged 5 - 16 who are unable to attend school, because of medical needs and would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, so that they are able to maintain the momentum of their education and to keep up with their studies. It should be read alongside the statutory guidance produced by the DfE. 'Ensuring a good education for children who cannot attend school because of health needs. Statutory Guidance for Local Authorities - January 2013'.

Educational provision for children who are not in hospitals and unable to attend school as a result of their medical needs is provided by Tregonwell Academy operating from a base 'Throop Learning Centre' (TLC) on behalf of Bournemouth Borough Council. Pupils are usually taught in small groups or at home depending on the child's individual needs. Hospital Tuition is provided during a child's admission to hospital if they are well enough to receive it.

Children and young people who are unable to attend school as a result of their medical needs will include those with:

- Physical health issues
- Physical injuries
- Mental health problems, including anxiety issues
- Emotional difficulties/school refusal
- Progressive conditions
- Terminal illness
- Chronic illnesses

General Principles

- Schools will continue to support and provide a suitable Education for children with health needs whenever possible.
- Schools will work in partnership with Tregonwell Academy to ensure the child's academic needs are met. Schools will have a named member of staff who will work with the TLC Headteacher to agree a timetable and to support their reintegration back into their originating school.
- The primary aim of the Local Authority's policy and practice is to minimise, as far as possible, who are unable to attend school, the disruption to normal schooling that can be experienced by children and young people with medical needs by continuing education as normally as their needs allow.
- A timetable will be drafted in consultation with the schools named link worker.
- Where a pupil is educated at the Throop Learning Centre, the aim will be for full time education as quickly as possible. However, the number of hours offered will be dependent upon the individual child's needs. It is expected that the originating school will continue to offer some hours of education whenever possible to facilitate the child's full time return.
- Where a pupil is educated at home, the minimum entitlement will again be for 5 hours individual tuition per week. This may be increased where it is necessary to enable the pupil to keep up with their studies. This is particularly important when a pupil is approaching

public examinations. The decision over the amount and nature of provision will be based on medical advice, the judgement of the teacher and home school and the expressed views of the child/young person and their parents/carers.

- Children and young people admitted to hospital will receive education in hospital as determined appropriate by the medical professionals and hospital school/tuition team for the hospital concerned.
- We will work with parents/carers, schools and Community Paediatricians to establish and maintain regular communication and effective outcomes.

Expectations on the Local Authority

Bournemouth Local Authority must ensure that:

- A pupil who is unable to attend school because of medical needs is not at home without access to education for more than 15 working days.
- Pupils who have a chronic condition or illness which is likely to result in prolonged or recurring periods of absence from school, whether at home or in hospital, should have access to education from day one of the absence so far as is possible.
- Pupils who are unable to attend school because of medical needs receive a suitable full time education.
- The education provided should be of a similar quality to that available in school, including a broad and balanced curriculum.
- The costs of hospital tuition for children and young people admitted to hospital are funded.
- The named officer for children with medical needs is the Chair of CCG, Geraint Griffiths. 01202 456298. Geraint Griffiths fulfils this role.

Expectations on schools

[DfE Statutory Guidance January 2013](#) indicates that schools should:

- Ensure that there is a named person who is responsible for pupils who cannot attend school as a result of their medical needs.
- Establish a written policy statement and clear procedures which may stand alone or be incorporated into the school's SEN policy. The DfES Guidance outlines the information that should be included in the policy at paragraph 2.7.
- In the case of a pupil who is expected to be absent for 15 working days or less, and where this is not part of a pattern of absence related to a chronic or recurring illness, make arrangements in liaison with the pupil's parents to provide the pupil with homework as soon as they become able to cope with it.
- Ensure that pupils who are not attending school because of medical needs where the absence is expected to last for more than 15 days are referred promptly to the Social Inclusion Service (01202 456221) so that alternative education can be provided in a timely way and within the 15 working days.
- Work closely with the staff in the hospital school/tuition service and/or Throop Learning Centre, and in particular:
- Ensure that information about the pupil's curriculum, their achievements and any special educational needs that they may have is provided promptly
- Provide appropriate work and materials promptly and regularly
- Be active in the monitoring of progress and in the smooth reintegration into school, liaising with other agencies as necessary
- Ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events, and are able to participate in homework clubs, study support and other activities as appropriate.
- Encourage and facilitate liaison with peers, for example through visits and videos.
- Schools should promote co-operation between them when children cannot attend school because of ill health.

Funding

The Local Authority budget provides for:

- Throop Learning Centre - the funding for this is provided to the Tregonwell Academy.
- The funding of hospital tuition from 1.4.13 is funded directly via the Education Funding Agency)
- The funding of Education Social Workers (with the exception of Academies, Independent and Free schools).

Monitoring and evaluation

- The progress of pupils receiving tuition because they are unable to attend school due to their medical needs will be monitored by the staff at Throop Learning Centre and/or the staff of the hospital school/tuition service in conjunction with the named member of school staff. These monitoring reports will be scrutinised by the Children Causing Concern Group on a half termly basis.

PRACTICE

Arranging tuition

For absences that are expected to last for 15 working days or less and are not part of a recurring illness

- Liaison between the school and pupil's parents to arrange homework as soon as the pupil is able to cope with it or part time education at school.

For absences that are expected to last for more than 15 working days

- For a pupil where the medical need involves a physical or medical condition, the school will seek the advice of the Community Paediatrician or relevant Consultant. The Community Paediatrician/Consultant will be asked to:
 - Confirm the pupil's medical condition
 - Indicate whether the pupil's absence is likely to last for more than 15 working days
 - Comment on the pupil's ability to cope with educational provision, i.e. whether the pupil is medically unfit to attend school
 - Comment on the kind of arrangements that would be needed to ensure the pupil's continued access to education
 - Comment on the length of time that the pupil is likely to be absent and therefore in need of support
 - Comment on whether the illness is chronic and therefore whether future absences are likely and tuition will be needed without the need to re-refer
 - Indicate the review arrangements to ensure that the pupil returns to school as soon as they are medically able to do so and any reintegration arrangements that should be considered, e.g. a phased return with reducing input from Throop Learning Centre
 - Indicate the treatment or support that the pupil is to receive through the Health Service to support their return to health and mainstream schooling
 - For a pupil where the medical needs involves a psychological or mental health difficulty or emotional difficulties/school refusal, the school will refer to CAMHS for a view of the pupils needs and reason why TLC is required. A referral to an Education Psychologist may be appropriate. NB The School should undertake a risk management plan for pupils who are at significant risk of self harm.

The services consulted will be asked to:

- Provide confirmation from a relevant health consultant e.g. Community paediatrician, hospital consultant or consultant psychiatrist of the pupil's psychological or mental health difficulty and need for TLC and provide an estimated timescale that the provision will be required.
- Indicate whether the pupil's absence is likely to last for more than 15 working days
- Comment on the pupil's ability to cope with educational provision
- Comment on the kind of arrangements that would be needed to ensure the pupil's continued access to education
- Comment on the length of time that the pupil is likely to be absent and therefore in need of support
- Indicate the review arrangements to ensure that the pupil returns to school as soon as they are able to do so and any reintegration arrangements that should be considered, e.g. a phased return with reducing input from Throop Learning Centre
- Indicate the treatment or support that the pupil is to receive to support their return to health and mainstream schooling
- The advice received will be considered at the regular Children Causing Concern Group (CCCG) meeting where a decision will be made about the provision of tuition based on the advice received.
- If the decision is to provide tuition for the pupil, the Head of Throop Learning Centre will make arrangements for a member of staff to:
 - Contact the parent of the pupil to arrange tuition
 - Liaise with the pupil's schools - named link worker over curriculum content and the pupil's specific needs
 - Draw up a programme of support for the pupil
 - Consider the pupil's social needs and contact with peers
 - Liaise with the Health Service, Locality Team and/or Child and Adolescent Mental Health Service as appropriate to clarify the support being provided to assist the pupil to return to mainstream education

For absences that are linked to a chronic/recurrent illness or condition

- As indicated above, the Community Paediatrician/Consultant will be asked to comment on the nature of the pupil's medical condition and indicate whether the condition is chronic and therefore whether there is likely to be a recurring need for tuition.
- In such cases it should not be necessary to wait for further confirmation of the condition and that tuition is required each time the pupil is unwell and unable to attend school.
- Where the Community Paediatrician has indicated that there is likely to be a recurring need for tuition the Head of Throop Learning Centre (Tregonwell Academy) will tell the pupil's parents that if the pupil is absent from school again because of the illness tuition can start as soon as they are able to cope with it.
- The head of Throop Learning Centre (Tregonwell Academy) will inform the CCCG Chair when this takes place, and will also inform the Community Paediatrician/Consultant.

Public Examinations

- Efficient and effective liaison is important when children with health needs are approaching public examinations. The hospital school or TLC should be able to arrange a suitable focus on the child's education at this stage in order to minimise the impact of the time lost while a child is unable to attend school. Awarding bodies will make special arrangements for children with permanent or long term illnesses or indispositions when taking public examinations and the school supported by TLC should submit applications for special arrangements as early as possible.

SEN

- Children with Special Education Needs (SEN) should have individual Education Plans (IEP's) and should continue to receive Annual Reviews organised by the school. The schools Special Educational Needs Co-ordinator should be regularly involved in liaison with the school and the SEN team.

Review and reintegration

- Decisions about when and how a pupil should return to school following illness need to take account of a wide range of views, including those of the pupil, their parents/carers, the staff at Throop Learning Centre (Tregonwell Academy) and the pupil's school, the Community Paediatrician, and the Child and Adolescent Mental Health Service.
- It is essential that each pupil receiving tuition because they are unable to attend school due to their medical needs is reviewed at least half termly. This should involve staff at Throop Learning Centre (Tregonwell Academy) liaising with the relevant Community Paediatrician and/or Child and Adolescent Mental Health Service/or GP to determine:
 - Referrals are accepted on the understanding that the referrer or named contact maintain an overview of each child's situation. The named contact will arrange the date/time/venue of review and invite relevant professionals and parent/carer.
 - Whether the pupil continues to need tuition (unless the advice received previously has indicated a need for longer term tuition, for example in the case of a pupil who is terminally ill)
 - Whether plans need to be made to reintegrate the pupil into mainstream school, and if so, whether there are factors that need to be taken into account
- When the pupil is considered well enough to return to school, staff at Throop Learning Centre (Tregonwell Academy) will develop an individually tailored reintegration plan in liaison with the pupil, their parents/carers, the school and other agencies who are actively involved.
- Where the pupil might benefit from a phased return to school the staff at Throop Learning Centre (Tregonwell Academy) may plan to reduce their own input by the number of hours that the pupil is expected to attend school.
- The CCG will review all pupils who are receiving tuition because they are unable to attend school due to their medical needs on a termly basis to ensure that provision is kept under review in accordance with this policy and practice document.

Equal Opportunities

- We will strive to ensure that equal opportunities are fundamental to our assessment of circumstances and to the service provided, recognising strengths and addressing areas of difficulty on an individual basis.
- We aim to provide an education comparable to that available in school, including a broad and balanced curriculum.
- Pupils with long-term or recurring medical conditions will have an Individual Education Plan.

Referral Procedure

Referrals should come from:

- School staff - where a child is on the roll of a school, referral to the LSS must be made by the school.
- Hospitals - Child may be referred whilst an in-bed patient (Hospital Tuition) and on discharge, when medically appropriate.
- Children's Services/Support Services - Occasionally, children who are not on a local school roll and / or who are closely involved with personnel from one of the service units within Children and Young People's Integrated Services, eg. The Formal Assessment Team may be referred directly by the relevant Team Leader.
- Referrals must be made on the appropriate referral form (Appendix 1)

The Role of the School

All schools are required to establish written policies and procedures for dealing with the education of pupils with medical needs, (including the completion of Health Care Plans as appropriate) (Access to Education DfE 0732/2001)

- The policy should include information such as how the school will make educational provision for pupils, what strategies will be used to ensure support for pupils with long-term absences and how pupils will access curriculum materials and public examinations.
- The school will be expected to nominate a teacher to act as the named contact for each child who will facilitate communication generally between the pupil and the school, arrange reviews and keep records.
- The school will monitor pupil attendance and mark registers so that they show if a pupil is, or ought to be, receiving education otherwise than at school. Children will not be removed from school registers unless medical evidence states that the child will be unable to attend school for the rest of their compulsory schooling.

Revised September 2016