



**Moreton Church of England Primary School**  
*Growing Together in Faith, Knowledge and Love*



# Moreton Church of England Primary School



## Children with health needs who cannot attend school policy

Date: September 2023

Agreed by CoG: September 2023

Ratified by Governors (Date):

Signed (CoG):



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## 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

## 2. Introduction

At Moreton Church of England Primary School, we aim to ensure that all children, regardless of circumstance or setting receive a good education to enable them to shape their own futures. Where children are unable to attend school because of their health, the school will follow Department of Education Guidance and work with Essex County Council Local Authority who have the responsibility to arrange suitable full-time education (or part-time when appropriate for the child's needs) for children who are unable to attend a mainstream or special school because of their health.

The Local Authority (LA) has a statutory duty to provide education other than at school for pupils unable to attend school due to health needs. The responsibilities under this duty are set out in statutory guidance that was issued by the Department for Education (DfE) in December 2015 - **Supporting pupils at school with medical conditions**.

## 3. Legislation and guidance

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

It is also based on guidance provided by our local authority. Statutory guidance was issued by the Department for Education (DfE) in January 2013: 'Ensuring a good education for children who cannot attend school because of health needs'. The responsibilities and duties of LAs are set out in that document and are not, therefore, repeated here.

## 4. Roles and responsibilities

The **parents'/carers** role is to:

- Discuss any difficulties their child is having in attending school with appropriate staff at the school;
- Provide current medical guidance when requested;
- Provide early communication if a problem arises or help is needed;
- Attend necessary meetings;
- Reinforce with their child, the value of a return to school and support the engagement and reintegration process;



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- Ensure that their child is ready for and attends all provision offered;
- Take responsibility for safeguarding their child when they are not receiving education;
- Encourage participation with school and peers.

The **school's** role is to:

- Identify where support can be given solely from the school or where a referral to Education Access is required
- Identify a senior member of staff, able to make decisions, to host and chair regular review meetings (normally every 6 weeks), produce action plans, and distribute minutes of these meetings within five school days
- Provide a named teacher with whom each party can liaise (usually the SENCO). The named contact will ensure that the class teachers / SLT provide all the curriculum resources in order that the pupil can complete courses and prepare for assessments and examinations. Where appropriate, the class teacher / peers should also keep in contact;
- Where possible support the pupil to access education in non-core subjects during the period that they are not attending school;
- Be proactive in supporting the pupil to still feel part of the school community whilst they are not well enough to attend school;
- Provide a suitable working area within the school for the pupil / education provider where necessary;
- Be proactive in planning and supporting the reintegration of the pupil back into school as soon as they are well enough. Where necessary the school will need to make reasonable adjustments under equalities legislation.<sup>1</sup> This duty is anticipatory, and adjustments must be put in place beforehand to prevent a pupil experiencing disadvantage;
- 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;
- Ensure that there is updated medical advice provided to assist with progressing the case and to support reintegration;
- Where a pupil is unable to take their exams within the school setting, it is the school's responsibility to organise those exams, secure an invigilator and locate a safe venue.



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The **Local Authority Education Access** (Commissioner) role:

Julie Keating Education Access Manager is the named officer responsible for the education of children with additional health needs in Essex. The education access role is to:

- Assess all referrals to the service and broker provision for those pupils who sufficiently trigger an intervention;
- Work with the school, provider, family, and pupil to ensure the delivery of a suitable curriculum that can meet the individual needs of the pupil;
- Monitor and evaluate the effectiveness of the education provision to ensure it continues to meet the needs of individual pupils;
- Facilitate an agreed programme of reintegration<sup>2</sup> and attend any relevant planning meetings.

The **provider's** role (via Essex County Council) is to:

- Liaise with the named person in school;
- Liaise, where appropriate, with outside agencies;
- Provide a flexible programme of support to meet the changing needs of the child;
- Provide regular reports on the pupil's progress and achievements;
- Provide an opportunity for the pupil to comment on their report;
- Attend review meetings;
- Support engagement with the school alongside an appropriate reintegration programme.

**Health and other support services** role is to:

- Offer medical treatment, advice, and support where appropriate to enable the LA to determine the most appropriate provision;
- Where necessary contribute to a pupil's health care plan;
- Provide outreach and training relating to the pupil's medical condition along with advice and support on managing health needs in school;
- Attend or provide advice to review meetings;
- Provide written reports where necessary.

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<sup>2</sup> Guidance on reintegration is outlined in the Alternative Provision statutory guidance DfE 2013



The **pupil's role** is to:

- Be ready to work with the provider;
- Be prepared to communicate their views;
- Engage with school and other agencies as appropriate;
- Prepare for reintegration;
- Participate in school and with peers when able to.

## **5. The referral process**

Schools should make appropriate referrals to the Essex County Council Education Access Team for pupils unable to attend school due to health reasons where it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative. In these circumstances parents/carers must arrange for the school to receive appropriate medical evidence; wherever possible, using the form supplied by the school, which confirms why the pupil is unable to attend school and states how long this is likely to be the case. If the pupil is under a Consultant, then the medical evidence should be provided by the Consultant rather than the local GP. The medical evidence should also confirm how much tuition, if any, the pupil is well enough to receive.

## **6. Monitoring arrangements**

This policy will be reviewed annually. 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
- Remote learning policy
- Safeguarding policy