



BLESSED HUGH FARINGDON CATHOLIC SCHOOL

CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

All that happens in Blessed Hugh Faringdon Catholic School occurs within the context of the school's Mission Statement (in accordance with the Trust Deed for the maintenance and advancement of the Catholic religion).

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As a Catholic school, founded on, and committed to upholding the teaching of the Church, we believe that Jesus is present in the day to day life of our community and that each member of our community has a divine origin and an eternal destiny. In discharging our responsibilities, we are guided by the principles of Catholic social teaching [CST], in which the following core values are constituted: dignity, solidarity, the common good, the option for the poor, the promotion of peace, care for creation, the dignity of work and the value of participation in society. These principles are demonstrated in our core, and wider, curriculum, in our care of students, in our work with the disadvantaged and in the outward-facing approach to our local community, our nation and to the world. As our moral compass, CST guides us in all our school activities, including the formulation, upholding and reviewing of school policies.

As a Catholic school, we regard the following characteristics as central to the human flourishing of everyone – students, staff and Governors – in our community. Our aspirations for our students are that their experience of teaching develops in them a lived belief, an authentic sense of true happiness, a lived sense of family, an experience of care and a vocation for service.

To achieve these aspirations, teaching and learning will privilege the following core virtues for every member of our community.

Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and generous with their gifts, becoming men and women for others.

Attentive to their experience and to their vocation; and discerning about the choices they make and the effects of those choices.

Compassionate towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words.

Faith-filled in their beliefs and hopeful for the future.

Eloquent and truthful in what they say of themselves, the relations between people, and the world.

Learned, finding God in all things; and wise in the ways they use their learning for the common good.

Curious about everything; and active in their engagement with the world, changing what they can for the better.

Intentional in the way they live and use the resources of the earth, guided by conscience; and prophetic in the example they set to others.

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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

Blessed Hugh Faringdon Catholic School seeks 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 attending the 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:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'

- DfE (2015) 'Supporting pupils at school with medical conditions

It is also based on guidance provided by our local authority: [Supporting-Children-with-Medical-Needs-Policy.pdf](#)

3. Roles and Responsibilities

Initially, the School will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend School or need supported provision.

3.1 The Governing Body will:

- Ensure arrangements for students who cannot attend their school as a result of their medical needs are in place and are effectively implemented.
- Ensure the roles and responsibilities of those within school involved in the arrangements to support the needs of students are clear and understood by all.
- Ensure robust systems are in place for dealing with health emergencies and critical incidents within school, for both on- and off-site activities.
- Ensure staff with responsibility within school for supporting students with health needs are appropriately trained.

3.2 The Headmaster will:

- Work with the Governing Body to ensure compliance with the relevant statutory duties when supporting students with health needs.
- Work collaboratively with parents/carers and other professionals to develop arrangements to meet the needs of students.
- Ensure the arrangements put in place to meet students' health needs are fully understood by all those involved and acted upon.
- Appoint a named member of staff who is responsible for students with healthcare needs and liaises with parents/carers, students, the Local Authority, key workers and others involved in the student's care.
- Ensure the support put in place focusses on and meets the needs of individual students.
- Arrange appropriate training for staff with responsibility for supporting students with health needs.
- Provide 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.
- Provide reports to the Governing Body on the effectiveness of the arrangements in place to meet the health needs of students.
- Notify the Local Authority when a student is likely to be away from school for a significant period of time (more than 15 days in one instance or throughout an academic year) due to their health needs.

3.3 The named member of the Senior Leadership Team will:

- Deal with students who are unable to attend because of medical needs.

- Ensure the 6 weekly review of the arrangements made for students who cannot attend school due to their medical needs takes place.
- Actively monitor student progress and reintegration into school.
- Supply students' education providers with information about their capabilities, progress and outcomes.
- Liaise with the Headteacher, education providers and parents/carers to determine students' programmes of study whilst they are absent from school.
- Keep students informed about school events and encouraging communication with their peers.
- Provide a link between students and their parents/carers, and the Local Authority.

3.5 Teachers and support staff will:

- Understand confidentiality in respect of students' health needs.
- Design 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.
- Understand their role in supporting students with health needs and ensuring they attend the required training.
- Ensure they are aware of the needs of their students through the appropriate and lawful sharing of the individual student's health needs.
- Ensure they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
- Keep parents/carers informed of how their child's health needs are affecting them whilst in school.

3.6 Parents/carers are expected to:

- Ensure the regular and punctual attendance of their child at school where possible.
- Work in partnership with school to ensure the best possible outcomes for their child.
- Notify school of the reason for any of their child's absences without delay.
- Provide school with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how support for their child should be planned.

4. Responsibility of the Local Authority

The Local Authority must arrange suitable full-time education for students of compulsory school age who, because of illness, would not receive suitable education without such provision. Brighter Futures for Children (BFfC) have their own policy in which their responsibility is outlined here: It is also based on guidance provided by our local authority: [Supporting-Children-with-Medical-Needs-Policy.pdf](#)

Blessed Hugh Faringdon Catholic School will support BFfC with this policy.

The Local Authority should:

- Provide such education as soon as it is clear that a student will be away from school for 15 days or more, either in one absence or over the course of a school year, and where suitable education is not otherwise being arranged.
- Liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the student, following medical advice to ensure the child is well enough to access education.
- Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school 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/carers know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the student and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

The Local Authority should not:

- Have processes or policies in place which prevent a child or young person 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 school 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 children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

5. Managing Absences

Parents/carers are advised to contact school on the first day their child is unable to attend due to illness. Absences due to illness will be authorised unless school has genuine cause for concern about the authenticity of the illness.

School will provide support to students who are absent because of illness for a period of less than 15 school days by liaising with the student's parents/carers to arrange schoolwork remotely as soon as the student is able to cope with it or part-time education at school.

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 Local Authority, who will take responsibility for the student and their education.

Evidence must be provided by parents/carers to ensure the referral process to BFfC is fulfilled entirely and that the written evidence is verified by a suitable medical professional.

School will refer students to the Local Authority using the form: [Medical Tutoring Referral Form - Brighter Futures for Children](#) and provide Supplementary information (such as Professional reports) in support of this referral to cme@brighterfuturesforchildren.org

This referral should indicate:

- if the child/young person is unfit for school
- for how long support might be required
- a recommendation on the number of teaching hours the young person is able to manage based on their state of health
- an outline of what medical intervention is currently in place

N.B: further information may be requested of the school or Doctors by BFfC.

School will continue to support the student in liaison with the Local Authority as part of their overall plan. Where absences are anticipated or known in advance, school will liaise with the Local Authority to enable education provision to be provided from the start of the student's absence.

Effective collaboration between all relevant services (Local Authorities, CAMHS, NHS, the student's school and, where relevant, school nurses) is essential to delivering effective education for students with additional health needs. This applies whether the student is in hospital or at home.

When a student is in hospital, liaison between hospital teaching staff, the Local Authority's alternative provision/home tuition service and the student's school can ensure continuity of provision and consistency of curriculum.

It can ensure that school can make information available about the curriculum and work the student may miss, helping the student to keep up, rather than having to catch up.

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.

A student unable to attend school because of their health needs will not be removed from school roll without parental consent and certification from the Medical Officer, even if the Local Authority has become responsible for the student's education.

School will only remove a student who is unable to attend because of additional health needs from the school roll where:

- The student has been certified by a 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/carer has indicated to school of their intention to continue to attend the school, after ceasing to be of compulsory school age.

6. Support for Students

Where a student has a complex or long-term health issue, school will discuss the student's needs and how these may be best met with the Local Authority, relevant medical professionals, parents/carers and, where appropriate, the student.

The Local Authority expects all schools to support students with health needs to attend full-time education wherever possible, or for school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.

School will make reasonable adjustments under students' Individual Health Care 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, school will work with the provider of the student's education to establish and maintain regular communication and effective outcomes.

Whilst a student is away from school, school will work with the Local Authority to ensure the student can successfully remain in touch using the following methods:

- School newsletters
- Emails
- Invitations to school events
- Cards or letters from peers and staff (where appropriate and in discussion with parents/carers)

Where appropriate, 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 and reviewed regularly
- Access to additional support in school
- Online access to curriculum from home
- Movement of lessons to more accessible rooms
- Places to rest at the school
- Special exam arrangements to manage anxiety or fatigue.

7. Reintegration

When a student is considered well enough to return to school, school will develop a tailored reintegration plan in collaboration with the Local Authority. School will work with the Local Authority when reintegration is anticipated, to plan for consistent provision during and after the period of education outside the school. As far as possible, the student will be able to access the curriculum and materials that they would have used in the school.

If appropriate, the school nurse will be involved in the development of the student's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the student.

School will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the student.

For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents/carers in the early stages of their absence.

The school is aware that some students will need gradual reintegration over a long period of time and will always consult with the student, their parents/carers and key staff about concerns, medical issues, timing and the preferred pace of return.

The reintegration plan will include:

- The date for planned reintegration, once known.
- Details of regular meetings to discuss reintegration.
- Details of the named member of staff who has responsibility for the student.
- Clearly stated responsibilities and the rights of all those involved.
- Details of social contacts, including the involvement of peers and mentors during the transition period.
- A programme of small goals leading up to reintegration.
- Follow up procedures.

School will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period.

Following reintegration, school will support the Local Authority in seeking feedback from the student regarding the effectiveness of the process.

8. Information Sharing

It is essential that all information about students with health needs is kept up-to-date. In order to protect confidentiality, all information-sharing techniques, e.g. staff noticeboards/medical files, will be agreed with the student and their parent/carer in advance of being used.

All teachers, teaching assistants, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the agreed school procedures. Parents/carers will be made aware of their own rights and responsibilities regarding confidentiality and information sharing.

To help achieve this, the school will:

- Ensure this policy and other relevant policies are easily available and accessible.
- Provide the student and their parents/carers with a copy of the policy on information sharing.
- Ask parents/carers to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
- Consider how friendship groups and peers may be able to assist students with health needs.

When a student is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

9. Record Keeping

In accordance with the Supporting Students with Medical Conditions Policy and Administration of Medicines Policy, written records will be kept of all medicines administered to students.

Proper record keeping protects both staff and students and provides evidence that agreed procedures have been followed.

All records will be maintained in line with the Records Management Policy.

10. Training

Staff will be trained in a timely manner to assist with a student's return to school. Once a student's return date has been confirmed, staff will be provided with relevant training before the student's anticipated return. Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.

Training will be sufficient to ensure staff are confident in their ability to support students with additional health needs. Parents/carers of students with additional health needs may provide specific advice but will not be the sole trainer of staff.

11. Examinations and Assessments

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.

Relevant assessment information will be provided to the alternative provision provider if required.

Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses.

Applications for such arrangements will be submitted by the school, or Local Authority if more appropriate, as early as possible.

12. Review

This policy will be reviewed annually by the Assistant Headteacher with responsibility for Students with Medical Conditions.

At every review, it will be approved by the Full Governing Body.

13. Links with other policies

This policy links with the following policies and procedures:

This policy links to the following policies:

- Accessibility plan Attendance Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Records Management Policy
- Special Educational Needs and Disabilities (SEND) Policy

- Supporting Students with Medical Conditions Policy
- Attendance Policy