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# Children with Health Needs Who Cannot Attend School Policy

**Person/s Responsible: Mireilli Forrest, Executive Headteacher**

**Policy Reviewed: September 2023**

**Policy Review: September 2024**

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# 1. Aims

This policy aims to ensure that:

- o Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- o Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority

# 2. Legislation and guidance

This policy reflects the requirements of the Education Act 1996.

It is also based on guidance provided by our local authority via the Education Support for Medical Absence (ESMA) teaching service.

# 3. Responsibilities of the school

Regarding providing education to children with additional health needs, the local authority sets out that the school has the following responsibilities:

- The school is an inclusive community that supports and welcomes pupils with medical conditions
- The school has in place a Support Pupils with Medical Needs Policy that is clear and available to all stakeholders
- The school ensures all staff are trained and know the school's emergency procedures, including what to do in an emergency for a child with specific medical needs.
- The school ensures the correct storage of medication and associated equipment
- The school stores records securely
- The school has a designated teacher – the SENCO – who is able to make referrals to the Education Support Team for Medical Absence as required.

## 3.1 If the school makes arrangements

For the first 3 weeks of any long-term absence, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school. Depending on the child's situation, this would likely include the following:

- Telephone call from the Inclusion Lead to the child's parent/carer to discuss the child's health and arrangements for providing education.
- A weekly pack of work organised by the child's class teacher and posted (e.g. to the child's home address or hospital) or e-mailed by an office administrator or work placed on Google Classroom.
- A weekly telephone call from the child's class teacher to the child and the child's parent/carer (e.g. to check on wellbeing, to answer questions/queries etc.)
- A weekly or fortnightly (depending on the child's health and condition) telephone call from the Inclusion Lead to check on child's ongoing health and to monitor arrangements for education (e.g. Does the child's parent/carer agree the current education is suitable? Is the child ready to return to school on a part-time or full-time basis? What support will be needed? Etc.)
- On the child's first day back to school, the Inclusion Lead (or a member of the Senior Leadership Team in their absence) will organise a reintegration meeting with the child, their parent/carer and

key staff to agree arrangements, including any reasonable adjustments to meet the child's need/s in school. The Inclusion Lead will continue the weekly or fortnightly telephone call with the child's parent/carer until such a time when the child returns to full health or the child's parent/carer states they no longer require the support.

### **3.2 If the local authority makes arrangements**

If the school can't make suitable arrangements, the school will make a referral to Hertfordshire County Council via their Children's Services Integrated Services for Learning, and they will become responsible for arranging suitable education for these children.

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 pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child 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 pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made

## **4. Monitoring arrangements**

This policy will be reviewed annually by the Executive Headteacher. At every review, it will be approved by the full governing board.

## **5. Links to other policies**

This policy links to the following policies:

- o Accessibility plan
- o Supporting pupils with medical conditions
- o Special Educational Needs and Disabilities Policy
- o Equality Information and Objectives Policy