



CAVERSHAM PARK PRIMARY SCHOOL

Children with Health Needs who Cannot Attend School Policy

1. Aims

The 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 / carers understand what the school is responsible for and when this education is being provided by the local authority

2. Legislation and Guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- 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"
- Education Act (1996)
- Equality Act (2010)

This policy operates in conjunction with the following school policies:

- Accessibility Plan
- Attendance Policy
- Data Protection Policy
- Policy for Supporting Pupils in School with Medical Conditions
- Safeguarding (including Child Protection) Policy
- Special Educational Needs and Disability (SEND) Policy

3. Roles and Responsibilities:

The Governing Body is responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of the medical needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils 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 pupils with health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

The Headteacher / Designated Safeguarding Lead (DSL) is responsible for:

- Working with the Governing Body to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with parents / carers and other professional to develop arrangements to meet the needs of the children.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Liaising with parents / carers, pupils, the LA, health professionals, key workers and others involved in the pupil's care.
- Ensuring the support put in place focuses on and meets the needs of individual pupils.
- With the support of the School Administrator, arranging appropriate training for staff with responsibility for supporting pupils with health needs.
- With the support of the School Administrator, providing staff who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect of the condition and/or medication has on the pupil.
- Providing reports to the Governing Body on the effectiveness of arrangements in place to meet the health needs of pupils.
- Notify the LA when a pupil is likely to be away from school for a significant period of time due to their health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with education providers and parents / carers to determine pupils' programmes of study whilst they are absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents / carers and the LA, where applicable.

Teachers are responsible for:

- Understanding confidentiality in respect of pupils needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in with a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate sharing of the individual pupil's health needs.
- Keeping parents / carers informed of how their child's health needs are affecting them whilst in school.

Support Staff are responsible for:

- Understanding confidentiality in respect of pupils needs.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate sharing of the individual pupil's health needs.

Parents / carers are expected to:

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for their child's absence without delay.
- Provide the 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.

The Responsibility of External Agencies:

Where a pupil has a complex or long-term health issue, the school may discuss the pupil's need and how these may best be met within the LA, relevant medical professionals, parents / carers and where appropriate, the pupil.

Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.

Should external providers become involved, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.

4. Information Sharing

It is essential that all information about pupils is kept up-to-date.

To protect confidentiality, all information sharing techniques will be agreed with the pupil and their parents / carers in advance of being used.

All members of staff will be provided with access to relevant information.

5. Record Keeping

Written records will be kept of all medicines administered to pupils. All records will be held in line with the School's Privacy Notice and the Data Protection Policy.

6. Training

Staff will be trained in a timely manner to assist with a pupils' return to school.

Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return.

Healthcare professional 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 pupils with additional health needs.

Parents / cares of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

7. Monitoring Arrangements

This policy will be reviewed annually by the Headteacher and approved by the Full Governing Body.

Policy Date	Review Date
July 2024	July 2025