

JKHS PUPILS WITH ADDITIONAL HEALTH NEEDS ATTENDANCE POLICY

Statement of intent

John Kyrle High School and Sixth Form Centre aims to support the local authority and ensure that all students 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 students 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 local authority, healthcare partners and families to ensure that all students with medical needs receive the right level of support to enable them to maintain links with their education.

Signed by:

Nigel Griffiths

Headteacher

Date:

Autumn 2021

Rod Barker

Chair of trustees

Date:

Autumn 2021



Legal framework

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'

Local authority duties

The local authority must arrange suitable full time (or part time where appropriate) education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the local authority in doing so.

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, whether consecutive or cumulative
- some students may have long-term illnesses which may recur or conditions which may need further treatment. Education is provided, as far as possible from day one to minimise further disruption to education.
- seek to provide the same opportunities for students with health needs as their peers, including a broad and balanced curriculum, which is good quality. Full and part-time education should still aim to achieve good academic attainment particularly in English, maths and science
- ensure the education will be flexible and appropriate to the health needs of individual students, and regularly reviewed to reflect their changing health status
- continue to provide education to students with life-limiting and terminal illness for as long as the student's parents/carers and the medical staff wish it. If a student and their parent/carer wish to withdraw from education, their wishes will be respected if the decision is supported by medical advice
- have a named officer responsible for the education of students with additional health needs and ensure parents/carers know who this is.

The named local authority officer responsible for the education of students with additional needs is Mr Les Knight, Head of Additional Needs Children's Well-being Directorate, lknight1@herefordshire.gov.uk or 01432 261724.

The local authority should not withhold or reduce the provision, or type of provision, for a student because of how much it will cost.

Definitions

Students who are unable to attend school as a result of their medical needs may include those with:

- physical health issues
- physical injuries
- mental health problems, including anxiety issues
- emotional difficulties or school refusal
- progressive conditions
- terminal illnesses
- chronic illnesses

In Herefordshire, educational provision for students with additional health needs will be organised through St. David's Centre, which is a pupil referral unit. A named member of staff is responsible for organising suitable educational provision for students with additional health needs. The service operates as the Hospital and Home Teaching Team (HHTT) with teaching facilities at St. David's Centre, Belmont Avenue, Hereford and the children's ward of Hereford Hospital. The service also operates a home tuition service for students whose health needs require it.

Should St. David's Centre accept a referral in writing from CAMHs or a medical consultant in writing and the referral be accepted, then any home teaching would require a parent/carer or responsible adult to be present on the premises. For post-16 students attending mainstream provision, it is not possible for St. David's to cover the range of expertise required and the service would ask the host school to make reasonable adjustment for students who are unwell for a prolonged period.

There will be a wide range of circumstances where a student has a health need but will receive suitable education that meets their needs without the intervention of the local authority – for example, where the student can still attend school with some support.

Roles and Responsibilities

The student support team at John Kyrle High School and Sixth Form Centre is responsible for:

- ensuring arrangements for students who cannot attend school as a result of their medical needs are in place and effectively implemented
- ensuring there is a termly review of the arrangements made for students 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 the students 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 students with health needs are appropriately trained

The headteacher is responsible for:

- working with the trustees to ensure compliance with the relevant statutory duties when supporting students with health needs
- working collaboratively with parents/carers and other professionals to develop arrangements to meet the best interests of students
- ensuring the arrangements put in place to meet students' health needs are fully understood by all those involved and acted upon
- appointing a named member of staff who is responsible for students with healthcare needs and liaises with parents/carers, students, the local authority, health professionals and others involved in the student's care
- ensuring the support put in place focuses on and meets the needs of individual students
- arranging appropriate training for staff with responsibility for supporting students with health needs
- providing staff who support students with health needs with suitable information relating to a student's health condition and/or medication taken has on the student
- notifying the local authority when a student is likely to be away from the school for a significant period of time due to their health needs

The named member of staff is Trixie Clarke. She is responsible for:

- liaising with the Hospital and Home Teaching Team over any referrals to HHTT from an appropriate CAMHs or medical consultant
- completing an information passport for HHTT to collect relevant educational information relating to the student. This is following a written referral from CAMHs or a medical consultant



- dealing with students who are unable to attend school because of medical needs
- actively monitoring student progress and reintegration into school
- supplying students' education providers with information about the student's capabilities, progress and outcomes
- liaising with the headteacher, education providers and parents/carers to determine programmes of study whilst a student is absent from school
- keeping students/parents/carers informed about school events and encouraging communication with their peers
- providing a link between the school, students and their parents/carers

Teachers and support staff are responsible for:

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

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 any of their child's absences 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

Managing absences

Parents/carers are advised to contact the school on the first day their child is unable to attend due to illness.

Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness. For periods of absence that are expected to last 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.

Where absences are anticipated or known in advance, the school will liaise with the local authority to enable education provision to be provided from the start of the student's absence.

For hospital admissions, the appointed named member of staff will liaise with the local authority/hospital education regarding the programme to be followed whilst the student is in hospital.

The 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.

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

- the student has been certified by a medical practitioner 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 the school the intention to continue to attend the school, after ceasing to be of compulsory school age.



A student unable to attend school because of their health needs will not be removed from the school register without parental consent.

Support for students

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

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

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, the 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, the school will work with the parents/carers to ensure the student can successfully remain in touch with their school using the following methods:

- school newsletters
- emails
- invitations to school events
- cards or letters from peers and staff

Where appropriate, the 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 member of staff and the head of year/pastoral care team
- access to additional support in school
- online access to the curriculum from home
- movement of lessons to more accessible rooms
- places to rest at school
- exam access arrangements in conjunction with the staff member responsible for such arrangements

Reintegration

When a student is considered well enough to return to school, the school will develop a tailored reintegration plan. The school will work with the family and medical professionals when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside of school.

As far as possible, the student will be able to access the curriculum and materials that they would have used in school. If appropriate, the school nursing services will be involved in the development of the student's reintegration plan and informed by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the student.



The 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 a gradual reintegration according to medical advice, 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 meetings to discuss with reintegration
- details of the named member of staff who has responsibility for the student
- clearly stated responsibilities for all those involved
- the involvement of peers and mentors during the transition period
- a programme of small goals leading up to reintegration
- follow up procedures

The school will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period. Following reintegration, the school will gain feedback from the student and parents/carers regarding the effectiveness of the process.

Information sharing

It is essential all information about students with health needs is kept up to date. To protect confidentiality, all information sharing will be agreed with the student and their parent/carer in advance of being used. All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures.

Parents/carers will be made 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
- ask parents/carers to confirm 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 another 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.

Record keeping

In accordance with the 'Supporting Pupils with Medical Conditions 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.



Training

Staff will be training in a timely manner to assist with a student's return to school. Once a return date has been confirmed, staff will be provided with any 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 (if any). 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.

Examinations and assessments

The named member of staff will liaise with the alternative provision 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.

Monitoring and review

This policy will be reviewed by the trustees on an annual basis. Any changes to the policy will be clearly communicated to all members of staff involved in supporting students with additional health needs, and to parents/cares and students themselves.

Reviewed by: Trixie Clarke

Date reviewed: Autumn 2021

Review date: Autumn 2022

