



**UNLOCKING POTENTIAL  
LEVELLING THE SOCIAL AND ACADEMIC ARENA**

## **CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY**

### Mission Statement

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

<b>Date of policy</b>	August 2020
<b>Next review date</b>	December 2020
<b>Frequency of policy review (annually, every two years)</b>	Annual
<b>Policy owner</b>	Caroline Cook – Head teacher
<b>Published policy</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>List of connected policies</b>	GDPR, SEND, Safeguarding, Digital Use Policy, Attendance policy, Accessibility Policy, Administering medication within school, Supporting pupils within school with medical needs policy
<b>Approved by and date:</b>	Governors

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## 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.

## Legislation and guidance

This policy reflects the requirements of the [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 also based on guidance provided by Somerset local authority:

[https://www.somerset.org.uk/iPost/iPost%20Documents/Children%20with%20health%20needs%20FINAL%20Sept%202016%20\(2\).pdf](https://www.somerset.org.uk/iPost/iPost%20Documents/Children%20with%20health%20needs%20FINAL%20Sept%202016%20(2).pdf)

## The responsibilities of the school

The following points are taken from the guidance provided by Somerset local authority listed in Appendix A of the link provided above.

The Levels School is expected to apply similar principals of graduated response to students with medical needs as they would with any other student with additional needs.

The Levels School should will communicate with all agencies involved with the student and coordinate multi- professional meetings for any student with medical needs as and when required. The review of those meetings is to ensure that the current individual healthcare plan for the student is supported and reflected in their education provision.

Should the need arise to notify the Local Authority and/or seek advice The Levels School can consider using the Common Assessment Framework (CAF) process.

The Levels School can consider a request for assessment for an Education Health and Care plan where a multi- agency team (TLS own therapy team and specialist teachers) have identified that there are special educational needs requiring increased support and provision.

## Home/Remote Learning

The Levels School can provide work packs or access to work via a learning platform for a student on a short term temporary basis while they are absent or unable to access the school site for medical reasons. The Levels School will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, family and support agencies.

The Levels School will explore the possibilities of video conferencing within lessons to help the student access/engage with missing work. This could also be an appropriate method to maintain contact and continue therapy sessions and could be used through pastoral tutor sessions to keep students in contact with the school and their peers.

#### Maintaining communication and Recording

The Levels School will provide each student with an identified member of the school staff team with whom they can liaise. This member of staff will also be responsible for identifying any training need that may be required prior to the student returning to school.

The Levels School will coordinate and work to facilitate the following statement '*that all students should be seen by a professional from one of the agencies working with the student on a weekly basis to ensure the safety of the student*'.

The Levels School will make every endeavour to abide by the following statement '*Schools have been requested to make representation regarding health policy through the Local Health and Wellbeing Boards*'.

A preferred method of communication will be established between the parents and student and this will be adopted as far as is practical. Any telephone conversations, video conferences/meetings will be logged on the schools MIS system so that there is an ongoing record.

#### If the school makes arrangements

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

In the first instance, the students' pastoral tutor will be responsible for making contact with the family, disseminating information throughout the school and coordinating work to go home if appropriate.

The tutor, with the support of the SENCo if required will be the point of contact throughout the absence. He/she will coordinate meetings with parents and student, if appropriate and working with the family will decide on an appropriate strategy. This could include the provision of accessible work, as well as a remote provision. The tutor will coordinate with other relevant members of the teaching team as agreed with the parents and student. The tutor will liaise with a hospital education contact if the student has a long term stay in hospital planned.

#### Reintegration

Reintegration back into school will again be coordinated by the tutor with support from the SENCo and/or Pastoral lead if required. It is likely a part time timetable will be agreed that will build gradually allowing the student to be successful in their learning and also be supported with respect of any remaining underlying medical concerns.

#### If the local authority makes arrangements

If the school can't make suitable arrangements, Somerset Local Authority will become responsible for arranging suitable education for these children.

If the student has an EHCP funded by the local authority, the relevant local authority will be made aware once the child has been absent for 15 days. The Levels School will at this point

outline to the relevant LA the reason for absence and the communications so far that have occurred between The Levels School and the family. At this stage the plan that The Levels School has put in place during the absence and the plan for any continued absence will be outline to the LA. The LA will be invited to input into this and make further recommendations.

The Levels School will then continue to keep the LA updated as to provision provided and progress made by the student on a weekly basis. It is envisaged that the relevant LA and The Levels School will work together to ensure the best outcomes for the student. Through this collaboration it is hoped that a mutually convenient agreement will be reached, with the child at the centre of all decisions as to when the LA take over responsibility for the educational provision of the student.

All communications between The Levels School, parent/student and LA will be recorded within the schools MIS and/or MYCONCERN if appropriate.

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.

## Monitoring arrangements

This policy will be reviewed annually by Caroline Cook – Head teacher. At every review, it will be approved by the Board of governors.