

Impington Village College

Supporting Children with health needs to attend College/access education

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Impington Village College

Supporting Children with Health needs to attend College/access education

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Document Control

| New Version Number | Key changes from previous version | Date of ratification |
|---------------------------|--|-----------------------------|
| 2 | Replaced references to school with College | October 23 |
| 2 | Added new/updated DfE and LA guidance under section 2 | October 23 |
| 2 | Removed reference to 'family partnership worker' as this is not a job title that exists within IVC. Any reference to a named person has been replaced with SENCo | October 23 |
| 2 | Changed reviewing staff to SENCo and Attendance Officer | October 23 |
| 2 | Significant changes to formatting and paragraphs to remove repetitive information, and inclusion of a flow chart | October 23 |

1. Aims

This policy aims to ensure that:

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

Impington Village College aims to ensure that all children who are unable to attend College due to medical and mental health 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, pupils should receive their education within College and the aim of the provision will be to reintegrate pupils as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not in College and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support and maintain links with the College.

2. Legislation and guidance

This policy reflects the requirements of the Education Act 1996.

It also based on guidance provided by our local authority;

<https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Medical-Needs-Policy-Secondary-aged-pupils-January-2018.pdf> Supporting secondary aged pupils with medical and mental health conditions Jan 2018¹

<https://www.cambslearntogether.co.uk/asset-library/Corona-Virus-Schools/Child-not-attending-due-to-Medical-Needs-March-2021.pdf> Child not attending due to medical needs – updated 8 March 2021

<https://www.cambslearntogether.co.uk/asset-library/Cambridgeshire-Medical-Needs-Policy-Sept-23-.pdf> Cambridgeshire medical needs policy Sept 2023

And the Department for Education;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1136965/Summary_of_responsibilities_where_a_mental_health_issue_is_affecting_attendance.pdf

Summary of responsibilities where a mental health issue is affecting attendance Feb 2023²

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

- 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'

3. Absences

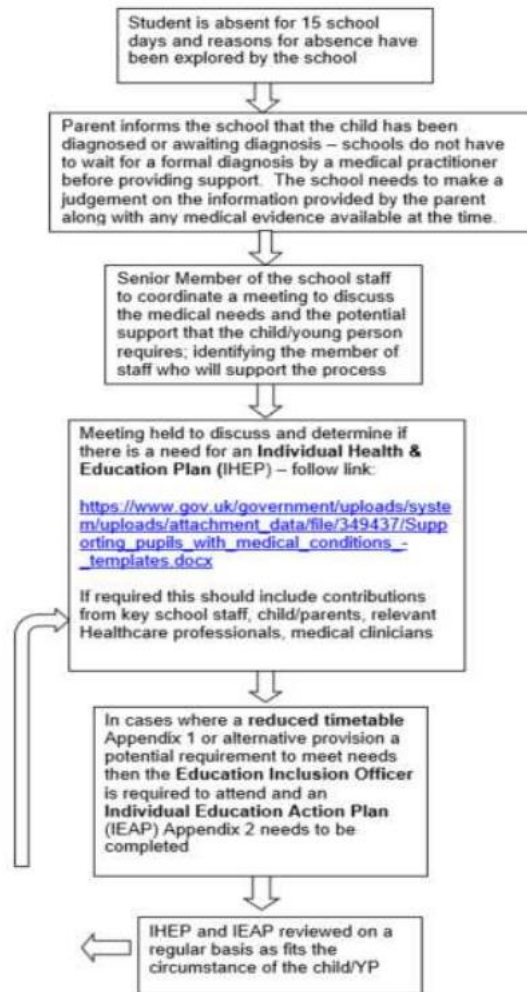
- Parents/carers are advised to contact the College on the first day their child is unable to attend due to illness.
- In line with our attendance policy (see elsewhere), absences due to illness will be authorised unless the College has genuine cause for concern about the authenticity of the illness, or there are high levels of sickness absence¹.
- When students struggle to attend school due to their health, including mental health, if the issue is long-term or repeated, it is the parents responsibility to seek appropriate medical advice and evidence. However If a parent proactively seeks out a note from a GP, it does not imply a need for absence unless this is explicit in their letter².
- Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. These students are still expected to attend school regularly, and we will work together with them to ensure that such circumstances do not act as a barrier to regular attendance. Any associated anxiety about attending will be mitigated as much as possible by creating a plan to implement reasonable adjustments to alleviate specific barriers to attendance²
- The College will carefully monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at College.

3. The responsibilities of the College

3.1 If the College makes arrangements

Initially, the College will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend College due to long-term medial conditions. When a child suffers from a long-term condition it is the parent's responsibility to secure medical evidence from the responsible specialist / the GP where appropriate¹.

When an absence due to a long-term medical condition reaches 15 days (consecutively or not), or when such an absence is known about in advance, then we will follow the procedure set out below¹.



The College aims to support pupils to attend full-time education wherever possible, and will make reasonable adjustments to pupils' programs of study where medical evidence supports the need for those adjustments. These adjustments may include;

- A personalised or part-time timetable, alternative provision including online/from home (using an IAEP as above)
- Access to additional support in College, for example pastoral support, access to a 'safe space', or counselling
- Movement of lessons to more accessible rooms where possible
- Places to rest at College
- Adjustments to lessons/classrooms, for example changes to seating plans, movement into different class groups
- Exploration of special exam arrangements to manage anxiety or fatigue (JCQ guidelines must be followed)
- Any other 'ordinarily available provision' – information available on the school website

3.2 If a hospital makes arrangements

Where a child is admitted to hospital, the College SENCo will liaise with the relevant hospital teaching service. We will aim to ensure maximum continuity of education for the pupil by providing:

- Medium-term plans, programs of study/schemes of work, appropriate resources, information relating to the pupil's ability, progress to date, assessment data and any special educational needs

- Where practical, the College will host review meetings for professionals involved in education provision
- Where pupils have recurrent admissions or have a planned admission to hospital, the College will aim to provide a pack of work for the pupil to take into hospital with them
- Information to College teaching staff to ensure that all relevant staff are aware of a pupil's absence and of their responsibility towards maintaining continuity of education for the child.

We will support reintegration back into College by;

- Working with all relevant professionals, the parents/carers and the pupil themselves to plan a gradual and sensitively orchestrated reintegration
- Ensuring that the pupils and staff in the College who have maintained contact with the pupil while absent will play a significant role in reintegration
- Accepting part-time attendance where a pupil is medically unable to cope with a full day (see IEP information as above)
- Making arrangements for pupils with mobility problems to return, taking account of health and safety issues, organizing risk assessment and seeking advice on lifting and handling procedures where necessary. The impact on staff will be taken into account and additional support may be required from the College budget or via review and referral to a SEN/LA panel.
- Maintaining contact with both parents/carers and the pupil. This will include invitations to events and productions, as well as regular communication via letters, newsletters or e-mail. Both the College and the education provider will support and advise pupils and their parents/carers, as appropriate, during the absence.
- Reviewing the regular reports and assessment of pupil progress from the education provider during the pupil's absence and a folder of work completed

3.2 If the local authority makes arrangements

In the rare instances where the College can't make suitable arrangements for whatever reason, we will communicate this clearly to parents and the Cambridgeshire Local Authority, who may become responsible for the provision of the pupil's education. These situations will be discussed and actions agreed on a case by case basis.

4. The Trust Board and Head Teacher are responsible for:

- Ensuring arrangements for pupils who cannot attend College as a result of their medical needs are in place and are effectively implemented.
- Ensuring the regular review of the arrangements made for pupils who cannot attend College 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.
- Appointing a named member of staff who is responsible for each pupil with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care (this is, unless otherwise explicitly stated, the SENCo).
- Notifying the LA when a pupil is likely to be away from the College for a significant period of time due to their health needs (for example via the EIO or SAT Team)

5. The SENDCo is responsible for:

- Working with the attendance team to oversee support for pupils who are unable to attend College because of medical needs.
- Actively monitoring pupil progress and reintegration into College.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the head teacher, education providers and parents to determine pupils' programs of study whilst they are absent from College.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect on the pupil of the condition and/or medication taken.

7. Monitoring arrangements

This policy will be reviewed annually by the SENCo and Attendance officer.

Any changes in the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves

8. Definitions

Children who are unable to attend College 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 emotionally-based College refusal.
- Progressive conditions.
- Terminal or chronic illnesses.