

# Kea School



## Children with Health Needs who Cannot Attend School Policy

**Approved by:** Full Governors

**Date:** 17 March 2025

**Last reviewed on:** Spring Term 2025

**Next review due by:** Spring Term 2026

**Signed by:**

**Name:**

## **1. Aims**

- Kea School aims to support and work with the Local Authority to ensure that all children who are unable to attend school due to health needs that suitable education is arranged for them.
- Pupils, staff and parents/carers understand what the school is responsible for when this education is being provided by the local authority.

This policy follows all relevant legislation and statutory guidance and should be read in conjunction with the 'Managing Medical Conditions Policy'

## **2. Legislation and Guidance**

This policy reflects the requirements of the [Education Act 1996](#). The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, cannot attend school. The school has a duty to support the LA with this. The LA must have:

- A named officer responsible for the education of children with additional health needs.
- Have a written, publicly available policy on their arrangements for children with additional health needs.
- Review the provision they offer regularly.

## **3. Responsibility of the School**

- Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.
- Reviewing arrangements made for pupils.
- Ensuring arrangements are clear and understood by all.
- Ensuring 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.

The headteacher is responsible for:

- Working with the governing body to ensure compliance.
- Working collaboratively with parents and other healthcare professionals to develop arrangements to meet the best interests and needs of the pupil.
- Ensuring the arrangements put in place meet the pupils' health needs and are fully understood by all those involved.
- Liaising with parents, pupils, LA and key workers involved with pupils' care.
- Arranging appropriate training for staff.
- Sharing appropriate health information with staff.
- Reporting the effectiveness of arrangements put in place to the governing body.
- Notifying the LA when a pupil is likely to be away from school for a significant period of time.

- Working alongside the school's SENCO.
- Monitoring pupil progress and reintegration into school.
- Ensuring records are kept if medicine is dispensed for health conditions.

Teachers and support staff are responsible for:

- Ensuring confidentiality in respect of pupils' health needs.
- Ensuring they are aware of the medical conditions.
- Providing suitable home learning (in consultation with parents of the pupil).
- Adapting lessons and activities to allow participation.
- Understanding their role and attend any required training.
- Keeping parents informed of any health needs affecting pupils whilst at school.

Parents are expected to:

- Work in partnership with the school.
- Notify the school the reason for any child absence without delay.
- Provide the school with sufficient and up-to-date information about pupils' medical needs.
- Attend meetings to discuss support arrangements for pupils.

## **Absences**

The school will authorise all genuine absences due to illness.

The school will arrange schoolwork for pupil who are not well enough to attend school. This will be provided electronically if appropriate.

The school will notify the LA of absences that are expected to last for 15 or more school days and liaise regarding suitable alternative education provision.

The LA will set up a personal education plan (PEP) for absent pupils.

The LA alongside the school should regularly review the provision offered to ensure that it continues to be appropriate for absent pupils.

During periods of absence, the school will maintain regular communication with the education provider.

The school will ensure communication with pupils is maintained through:

- The provision of homework (where appropriate) and feedback.
- School newsletters.
- E-mails.
- Invitations to school events.
- Cards or letters from peers and staff.

The school will provide the pupil's education provider with relevant information, curriculum materials and resources.

**Reintegration**

The school will work with the LA, healthcare/education providers and parents when reintegrating pupils back to school. An integration plan will be formulated and shared with relevant staff.

**Examinations and Assessments**

The headteacher will arrange if necessary, adoptions to school assessments and formal examinations.

**Monitoring and Review**

This policy will be reviewed by the governing body on an annual basis.