Name of policy: CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL

Version	Date	Approved by governors	Description
1	October 2024	14.10.24	Policy written

This policy is due for review on: September 2025

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1. Aims

This policy aims to ensure that:

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

2. Legislation and guidance

This policy reflects the requirements of the Education Act 1996.

It is also based on guidance provided by our local authority. This policy complies with our funding agreement and articles of association.

Government guidelines relating to this policy can be found here:

https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school

3. Responsibilities of the school

When a child is unwell and absent over a short period (less than a week), the school will assume that they are not well enough to complete work. In this event, teachers will not normally provide work for children to complete but will support them to catch up on their return.

When a child is absent over a period due to illness which is supported by a medical note the school will work with the child and their family to arrange work for them as appropriate. The Attendance Officer will manage this process ensuring suitable education is arranged.

3.1 If the school makes the arrangements

Initially, the school will attempt to arrange to deliver suitable education for children with health needs who cannot attend school. This can be done either be sending work home for completion or by sending work to be completed electronically.

As part of any provision and/or as part of a reintegration plan it may be that the child will need a modified or part-time timetable. This would be negotiated with all relevant parties and agreed in writing. See Appendix 1.

This timetable will then be reviewed regularly with a view of supporting the child to return to full time education as soon as possible.

3.2 If the local authority makes the arrangements

If the school can't make suitable arrangements, Wokingham Borough Council will become responsible for arranging suitable education for these children.

In cases where the local authority makes the arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents/carers 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

4. Links to other policies

This policy links to the following policies:

- Accessibility Plan
- Supporting Pupils with Medical Conditions policy
- Attendance Policy

This policy will be reviewed annually. At every review, it will be approved by the full governing board.

Appendix 1: Part Time Timetable Planning Meeting

PUPIL NAME:		**DOB:**		**SCHOOL:**	
ATTENDANCE:	**AUTHORISED:** **UNAUTHORISED:**				

MEETINGVENUE:		DATE:
ATTENDEES:	**NAME:**	**SIGNATURE:**
• PUPIL		
• PARENT		
• SCHOOL		
• EWS		
• OTHER		

Notes of meeting, including reasons for part time timetable consideration:	
Agreed Timetable (including review dates)	

CHECKLIST:

Explain reason for meeting	
Explain requirement to report to the EWS	
Assign nominated contact at school	
Seek Professional opinions	
Seek Parental and Pupil (where applicable) agreement and signatures	
Agree additional support (if applicable)	
Set targets and review dates	
Complete risk assessment	