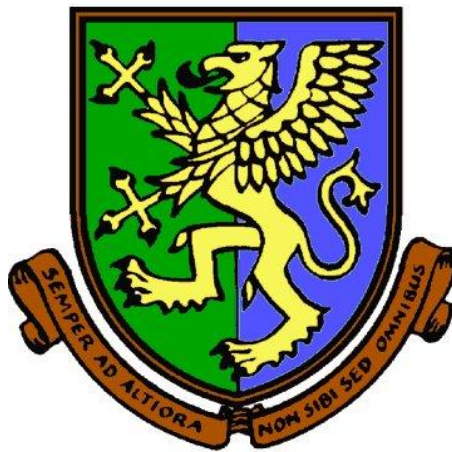


# COWLEY INTERNATIONAL COLLEGE



## CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

|                                  |                                                                                        |
|----------------------------------|----------------------------------------------------------------------------------------|
| Status                           | <b>STATUTORY</b>                                                                       |
| Responsible Governors' Committee | Pupil Behaviour & Wellbeing                                                            |
| Responsible Person               | Assistant Headteacher Behaviour and Attendance (full Governing Body approval required) |
| Review Cycle                     | Annually                                                                               |
| Review Date                      | Spring 2025                                                                            |
| Next Review Date                 | Spring 2026                                                                            |

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## 1. Aims & Statement of Intent

This policy aims to ensure that:

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

## Statement

Cowley International College aims to support the local authority (LA) and ensure that all children 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 children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, students should receive their education at Cowley International College and the aim of the provision will be to reintegrate students back into college as soon as they are well enough. We understand that we have a continuing role in a student's education whilst they are at 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 to enable them to maintain links with their education.

## 2. Legislation and guidance

This policy reflects the requirements of the;

Education Act 1996.

Equality Act 2010

Data Protection Act 2018

DfE (2023) 'Ensuring a good education for children who cannot attend school because of health needs'

DfE (2017) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following college policies;

Attendance policy

Safeguarding & Child Protection policy

Data Protection & Data Retention policy

SEND policy

It also based on guidance provided by our local authority.

## 3. Local Authority Duties

3.1. The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision.

Cowley International College has a duty to support the LA in doing so.

3.2. The LA 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. They should liaise with the appropriate medical

professionals to ensure minimal delay in arranging appropriate provision for the student. Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.

- Address the needs of individual students in arranging provision.
- Have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

### 3.3. The LA should not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.
- Have policies based upon the percentage of time a child can attend school rather than whether the child is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

### 3.4. In cases where the local authority makes arrangements, Cowley International College will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the student.
- Share information with the local authority and relevant health services as required.
- Help make sure that the provision offered to the student is as effective as possible and that the child can be reintegrated back into college successfully.
- When reintegration is anticipated, Cowley International College will work with the local authority to:
  - Plan for consistent provision during and after the period of education outside the college, allowing the student to access the same curriculum and materials that they would have used in college as far as is possible;
  - Enable the student to stay in touch with college life (e.g. through newsletters, emails, invitations to college events or internet links to any online learning);
  - Create individually tailored reintegration plans for each child returning to college;
  - Complete all necessary risk assessments and consider whether any reasonable adjustments need to be made.

## 4. Definitions

4.1. Children 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

4.2. Children who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- Home tuition: St Helens LA have home tuition services that act as a communication channel between schools and students. Cowley International College are also able to source tuition from private services.
- If applicable, Cowley International College has a Student Support Unit in the Sarah Cowley building adjacent to the main site building. If applicable, students can access this provision on a full or part time basis.

## 5. The responsibilities of the college

5.1. We as a college will initially attempt to deliver suitable education for children with health needs who cannot attend college.

Cowley International College is responsible for:

- Ensuring arrangements for students who cannot attend college as a result of their medical needs are in place and are effectively implemented and meet the needs of the individual student.
- Ensuring the termly review of the arrangements made for students who cannot attend college due to their medical needs.
- Ensuring the termly review of those students who are accessing part time timetables in college.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students are clear and understood by all.
- Ensuring robust systems and risk assessments 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 and if required arranging appropriate training.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
- Ensuring the arrangements put in place to meet the students' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for the student with healthcare needs and liaises with parents, the student, the LA, key workers and others involved in the student's care.
- Providing all staff who support students with health needs with suitable information relating to a student's health condition and the possible effect the condition and/or medication taken has on the student.
- Providing termly reports to the governing board on the effectiveness of the arrangements in place to meet the health needs of students.
- Notifying and working with the Educational Welfare System when a student is likely to be away from the college for a significant period of time due to their health needs.

#### 5.2. The named member of staff assigned are responsible for:

- Dealing with students who are unable to attend college because of medical needs.
- Actively monitoring student progress and reintegration into college.
- Supplying students' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the education providers and parents to determine students' programmes of study whilst they are absent from college.
- Keeping students informed about college events and encouraging communication with their peers.
- Providing a link between students and their parents, and the LA.

#### 5.3. 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 the 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 a student's medical condition and know what to do in an emergency.

Parents are expected to:

- Ensure the regular and punctual attendance of their student at college where possible.
- Work in partnership with the college to ensure the best possible outcomes for their child.
- Notify the college of the reason for any of their child's absences without delay.
- Provide the college 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.

#### 5.4. If the local authority makes arrangements

If Cowley International College can't make suitable arrangements for the education of a student, St Helens Local Authority will become responsible for arranging a suitable education plan. Representatives from Cowley International College will work in collaboration with the LA and parents/carers to ensure a suitable education programme is sought.

#### 5.5. Managing absences

- Parents are required to the college on the first day their child is unable to attend due to illness.
- Absences due to illness will be authorised unless there is genuine cause for concern about the authenticity of the illness.
- The college will provide support to students who are absent from college by liaising with the student's parents to arrange access for online schoolwork as soon as the student is able to cope with it or with part-time education at college.
- The college will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff.
- For periods of absence that are expected to last for an extended period, the named person with responsibility for the student will notify EWS/LA and liaise with all other key workers and external agencies to enable an education provision to be provided. Where relevant referrals to the LA TESSA service along with a not in receipt of a full time education referral will be made.
- For hospital admissions, the appointed named member of staff will liaise with the LA, key workers and external agencies regarding the programme that should be followed while the student is in hospital.
- The LA will set up a personal education plan (PEP) for the student which will allow the college, the LA and the provider of the student's education to work together.
- The college will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at Cowley International College.

#### 5.6. Removal from roll

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

- The student has been certified by a medical officer as unlikely to be in a fit state of health to attend college, before ceasing to be of compulsory school age; and neither the student nor their parent has indicated their intention to continue to attend the college, after ceasing to be of compulsory school age.
- A student unable to attend college because of their health needs will not be removed from the school register without parental consent and certification from a medical officer, even if the LA has become responsible for the student's education.

## 6. Support for students

Where a student has a complex or long-term health issue, Cowley International College will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.

The expectation, wherever possible, is for a student to attend a full-time education therefore under a student's individual healthcare plan, Cowley International College will make reasonable adjustments to programmes of study where medical evidence supports the need for those adjustments.

Any student 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 college 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 college, Cowley International College will work to ensure the student can successfully remain in touch with the Cowley community using the following methods:

- College newsletters
- Emails
- Invitations to college events
- Post cards or letters from peers and staff
- Telephone calls or home visits

To help ensure a student with additional health needs is able to attend college following an extended period of absence, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the named staff member and in consultation with the LA.
- Access to additional support in college such as the Student Support Unit.
- Online access to the curriculum from home.
- More accessible movement around college.
- Places to rest at college during break and lunch.
- Special exam arrangements if applicable.

## 7. Reintegration

When a student is considered well enough to return to college, Cowley International College will develop a tailored reintegration plan in collaboration with the LA.

The college will work with the LA when reintegration is anticipated to plan for consistent provision during and after the period of education outside college.

As far as possible, the student will be able to access the curriculum and materials that they would have used in college.

If appropriate, the school nurse will be involved in the development of the students reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the student.

The college will consider whether any reasonable adjustments need to be made to provide suitable access to the building and the curriculum.

For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on a student or their parents in the early stages of their absence.



The college is aware that some students will need gradual reintegration over a long period of time and will always consult with the student, their parents and key personnel 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 regular meetings to discuss reintegration.
- Details of the named member of staff who has responsibility for the student.
- Clearly stated responsibilities and the rights of all those involved.
- Details of social contacts, including the involvement of peers and mentors during the transition period.

The college will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period.

Following reintegration, the college will seek feedback from the student regarding the effectiveness of the process.

## **8. Information sharing**

All information about students with health needs will be kept up to date.

To protect confidentiality, all information-sharing techniques will be agreed with the student and their parents in advance of being used, in accordance with the Confidentiality Policy.

All teachers, Learning Assistants, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures.

Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the college will ensure this policy and other relevant policies are easily available and accessible on the college website.

When a student is discharged from hospital or is returning from another education provision, the college will ensure the appropriate information is received to allow for a smooth reintegration. The named member of staff will liaise with the hospital or other tuition service as appropriate.

## **9. Examinations and assessments**

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.

Relevant assessment information will be provided to the student/parents and 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 college, or LA if more appropriate as early as possible.

## **10. Monitoring arrangements**

This policy will be reviewed annually by Mr M Bennett, Head of Behaviour & Attendance. At every review, it will be approved by the full Governing Body.