



Introduction

Many children and young people at some time have a medical condition, which may prevent them from attending school. For the majority this will be short term. For children and young people who have long-term or recurrent illness, access to school may be limited. The Department for Education (DfE) has produced statutory guidance '**Ensuring a good education for children who cannot attend school because of health needs**' with regard to children and young people who may be absent for more than 15 school days because of a medical need, and advice in the document 'Promoting children and young people's emotional health and wellbeing'.

<https://www.mentallyhealthyschools.org.uk/resources/promoting-children>.

A whole school and college approach

This policy statement has been written to comply with such guidance.

Trinity Catholic School seeks to maintain a high-quality continuing education for those children and young people on roll who have health needs and are unable to attend school as a result.

Trinity Catholic School will work closely with the Local Authority (LA), health professionals and other agencies to ensure that their children and young people receive access to appropriate educational provision when they are not able to attend school.

Management Responsibility

The designated member of staff with responsibility for children and young people with medical needs at Trinity Catholic School is Miss Crossman. The role of the designated member of staff is to provide a link between the school, family, the LA and other agencies.

Continuing Provision for Children and young people with Health Needs

When Trinity Catholic School becomes aware that a student will be absent from school for more than 15 school days because of their medical need, a senior member of staff or the designated member of staff will make a referral to the Service for Children Unable to Attend School for Health Reasons (referred to as the Flexible Learning Team) with the knowledge of the parent or carer. The designated member of staff will be responsible for liaising with the service for children unable to attend school for health reasons and will ensure that information is given regarding the student's ability, progress and work programmes. The school will provide work and materials for the student in line with the work provided to their year group where appropriate.

In cases of long-term or recurrent absence the designated member of staff will participate in the development of a Reintegration Plan for the student's education in liaison with Head of Year and other pastoral staff. This will be created in conjunction with the Flexible Learning Team, the parents and student.

Monitoring and Recording of Absence

All children and young people who are unable to attend school for more than 15 school days due to medical needs will be regularly monitored and reviewed by the designated member of staff together with the Flexible Learning Team. Ongoing medical advice will be taken into account at all times.

Absence will be recorded on the register as illness only when appropriate medical advice has been received by the school. When a student commences education sessions with an alternative education provider the absence will be recorded for those sessions as educated off site (B). The student will remain on the roll of the school.

Children and young people absent for medical reasons will not be removed from the school roll unless advice is received from the School Medical Officer stating they will not be fit to return to school before ceasing to be of compulsory school age. Parents will be fully consulted, and their consent sought if their child is to be removed from the school roll in these circumstances.

Children and young people with Long -Term or Recurring Absence

Some children and young people will be away from school long-term or with recurrent bouts of illness. In these cases, the designated member of staff will liaise with the LA to ensure that alternative education provision is put in place as soon as possible. The school will have responsibility for ensuring that the education provider has all information regarding work programmes and curriculum plans. It is acknowledged that continuity of education is important for these children and young people. For children and young people whose learning progress is being severely affected by long term absence the Special Educational Needs Coordinator (SENCO) will be advised and consideration will be given as to whether Statutory Assessment of Special Educational needs should commence.

Children and young people with an Education, Health and Care Plan

The SENCO will notify the SENDAR Section of the LA if a student with an Education Health & Care Plan is going to be absent from school through health needs. The school will retain responsibility for co-ordinating the Annual Review meetings and for inviting the appropriate people to such reviews.

Reintegration

The aim of the Flexible Learning Team is to return the student to Trinity Catholic School as soon as possible, unless it is agreed that an alternative setting would better serve the needs of the child. For children and young people who have been absent from school it may be necessary to have a staged reintegration plan. The designated member of staff will co-ordinate the initial meeting to instigate a plan, together with the LA, parent and student and any health professionals who may need to be involved. Children and young people will require some additional support to ensure they are up to date with their subjects. The reintegration will be monitored and reviewed regularly with all parties to ensure success.

The plans will be held on CPOMS

Contact between School/Student

Trinity Catholic School is committed to ensuring that, even if a student is absent for health reasons they should retain contact with the school.

After consultation with the student and taking into account their wishes in relation to the level of contact, the designated member of staff will put a plan into place to ensure contact is maintained.

Trinity Catholic School has the following modes of contact available:

Newsletters/letters to be sent home

Website access

Inclusion in trips and social events

Contact with peers and members of staff via e-mail

Form Tutor time.

Public Examinations

Wherever possible, children and young people with medical needs will be entered for public examinations. Trinity Catholic School will endeavour to work with other education providers to ensure that coursework is completed, and that sufficient educational input is made to enable each student to reach their full potential. In some cases, the school will need to make special arrangements with Awarding Bodies for children and young people who are unable to attend school because of their health needs.

The entry for exams, making of access arrangements and the marking of GCSE coursework will remain the responsibility of Trinity Catholic School.

As the time for public examinations approaches children and young people and parents will be fully consulted with by the designated member of staff so that their wishes may be taken into consideration.

THE ROLE OF THE DESIGNATED MEMBER OF STAFF IS TO:

- Make fully completed referrals to the Flexible Learning Team with written parental permission as early as possible and to notify the WAS service of the referral in respect of medical absence where appropriate. Incomplete referrals will cause unnecessary delay in making provision
- Maintain a list of those young people who are absent due to medical needs
- Ensure all young people with long term or recurrent absence have an Individual/Personal Education Plan
- Liaise with subject teachers and Flexible Learning Team staff to ensure the provision and marking of suitable work from school
- Ensure all young people requiring medication and/or with chronic conditions, but who attend school regularly have a Health Care Plan and risk assessment in place as required
- Initiate the Early Help process where required
- Co-ordinate regular Individual Education Plan and Health Care Plan reviews
- Keep key staff e.g. class teacher, subject staff, Head of Year, SENCO informed of progress
- Contribute to re-integration packages for young people returning to school following a period of medical absence
- Liaise with key agencies e.g. alternative education providers, health services and provide information about curriculum/work as requested
- Promote links between home and school, by ensuring those young people not accessing school are informed of social events taking place, and where possible are included in these, and by encouraging regular contact with class mates.