



Pupils with Additional Health Needs Policy

Prepared by:	Adopted by Board of Trustees	Renewal Date (annual cycle)
Kevin Simpson	Autumn 2021	Autumn Term 2022

Autumn 2021: There are significant changes from the previous policy. Please read this policy in full.

Contents

Statement of intent

1. Legal framework
2. LA duties
3. Definitions
4. Roles and responsibilities
5. Managing absence
6. Support for pupils
7. Reintegration
8. Information sharing
9. Record keeping
10. Training
11. Examinations and assessments
12. Monitoring and review

Appendices

- a) Supporting Attendance of Pupils with Additional Health Needs During the Coronavirus (COVID-19) Pandemic

Statement of intent

At name of school, we understand that the pandemic is a worrying time for pupils with medical conditions and additional health needs, and we aim to do all that we can to support these pupils and their families to engage in education during this turbulent time.

The information in this appendix is under constant review in line with government guidance and will be updated if any new information is released.

1. Legal framework

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

- Coronavirus Act 2020
- DfE (2020) 'Restricting attendance during the national lockdown'
- DfE (2020) 'Guidance for full opening: special schools and other specialist settings'

2. LA duties

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. The school has a duty to support the LA in doing so.

The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutively or cumulatively. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils 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 pupils in arranging provision.
- Have a named officer responsible for the education of pupils 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 each pupil and that it provides suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

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 pupil is able to attend school rather than whether the pupil is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not 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. Definitions

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.

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:** many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- **Medical PRUs:** these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

4. Roles and responsibilities

The Board of Trustees is responsible for:

- Ensure that there are procedures and arrangements in place to minimise the impact of the pandemic on pupils with additional health needs that may limit their ability to attend school.

The headteacher will:

- Ensure that there are effective communication channels in place between the school and pupils with additional health needs, and their parents, during the pandemic.
- Facilitate effective conversation with relevant healthcare professionals and any other relevant services to ensure that pupils remain supported during the pandemic.

5. Managing attendance

As under normal circumstances, the school will be sensitive and understanding in its approach to managing attendance of pupils whose health needs limit their ability to attend school, whether due to temporary illness or injury or a long-term condition.

The school will liaise with the parents of these pupils regarding their expected attendance at school, and will remain cognisant of where these pupils are receiving education, e.g. through remote learning or from the LA, at all time

The school will record pupil attendance and absence as normal, unless they are absent for reasons related to coronavirus, in which case absences will be recorded using Code 'X'

The school will conduct an individual risk assessment for pupils with additional health needs to identify and mitigate potential risks to the pupils' safety if they attend school during the pandemic – this risk assessment will assess their vulnerability to infection, as well as whether the school will be able to continue to meet provisions laid out in the pupil's IHP, where relevant, under organisational challenges presented by the pandemic.

The school will work to implement any control measures illuminated within this risk assessment that will help pupils to safely attend school, and will maintain regular communication with parents to ensure that concerns surrounding their child's safety are considered.

Where, upon completion of this risk assessment, the school cannot guarantee a pupil's safety with regard to coronavirus, or cannot guarantee that certain provisions in their IHP that are pivotal to their ability to attend school safely can be consistently met, the school will not expect the pupil to attend.

Where a pupil cannot attend school following a risk assessment, the school will work with their parents and the LA to ensure that a plan for the pupil's engagement in education is in place.

6. Support for pupils

The school will recognise that pupils who are absent from school due to their health needs may feel increased levels of isolation during the pandemic due to government restrictions inhibiting their ability to socialise or receive visitors.

The school will, thus, ensure that these pupils are offered pastoral and wellbeing support where appropriate.

The school will liaise with the parents of an absent pupil to determine an appropriate and non-intrusive schedule of contact between the pupil and the school, including with the named member of staff and the pupil's peers.

The school will ensure that absent pupils are aware of the support available to them regarding their mental health, wellbeing and educational needs, and how to access that support during the pandemic.

The school will use all reasonable endeavours to maintain the full provisions outlined in IHPs or other support plans, particularly if these provisions are vital to pupils' ability to attend school, and will inform the pupils and their parents in advance if certain provisions cannot be met under the current circumstances.

The headteacher, working with relevant parties including pupils, parents and the LA, where appropriate, to facilitate eventual reintegration into the school community for pupils who are absent during the pandemic.

7. Remote education

Where a pupil cannot attend school on site due to their health needs, the pupil will be provided with remote education from the first day of their absence, provided they are well enough and not receiving education elsewhere, e.g. an alternative provision setting or the LA.

Where a pupil is seriously unwell, has been absent for a long period of time, or has been admitted to hospital, the school will work with the LA to identify the remote learning provision that can be offered to the pupil in line with any existing PEP or hospital tuition in place.

Where a pupil is attending temporary alternative provision, e.g. a hospital school for the duration of hospital admission, the school will liaise with parents, the alternative provider and the LA to determine whether the pupil's educational, medical and social needs would be best met by participating in remote education alongside their peers.

Where a pupil is to engage in remote education, the school will work with all relevant parties, including the pupil, their parents, the LA, relevant healthcare specialists, and any alternative provision settings the pupil attends, to work out a plan for engaging in remote education during the pandemic that is tailored specifically to the pupil's needs.

Where a pupil who cannot attend school due to their additional health needs cannot access remote education, the school will work with the LA to ensure that they have the appropriate technology and support to access remote education, e.g. by providing them with a laptop.

The appointed **named member of staff** will work with pupils, where necessary, to establish whether they need any additional help, support or equipment to engage in their education effectively.

The school will work with pupils and their parents to set reasonable goals and expectations, tailored to their individual health needs, for virtual attendance and engagement with remote learning.

8. Reintegration

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.

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

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

If appropriate, the school nurse will be involved in the development of the pupil's 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 pupil.

The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.

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

The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff 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 pupil.
- 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.
- A programme of small goals leading up to reintegration.
- Follow-up procedures.

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

Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

9. Information sharing

It is essential that all information about pupils with additional health needs is kept up-to-date.

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used, in accordance with the Pupil Confidentiality Policy.

All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via [a noticeboard in the staffroom](#).

Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:

- Ensure this policy and other relevant policies are easily available and accessible.
- Provide the pupil and their parents with a copy of the policy on information sharing.
- Ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
- Consider how friendship groups and peers may be able to assist pupils with additional health needs.

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

10. Record keeping

In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils.

Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed.

All records will be maintained in line with the Records Management Policy.

11. Training

Staff will be trained in a timely manner to assist with a pupil's return to school.

Once a pupil's return date has been confirmed, staff will be provided with relevant training **one week** before the pupil's anticipated return.

Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.

Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.

Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

12. Examinations and assessments

In line with government guidance, Summer exams will not go ahead as normal in the 2020/2021 academic year, and will be replaced with teacher assessment.

The headteacher will ensure they are up-to-date with the latest guidance released regarding Summer 2021 examinations, and will consider pupils with additional health needs when formulating plans for the school's exam provision.

Pupils will be supported in preparing for any examinations by their **named member of staff**, who will maintain communication with them even when they are not attending school to ensure their readiness for completing their qualifications.

13. National lockdown from 5 January 2021

During the national lockdown, the school is closed to all but vulnerable pupils and the children of critical workers.

Where a pupil with additional health needs is classified as 'clinically extremely vulnerable', the school will support the pupil to resume shielding, and will work with the parents of the pupil and the LA, where appropriate, to engage the pupil in remote education.

Where a pupil has additional health needs but has not been advised to shield, the school discusses with the pupil, their parents and the LA whether the pupil's educational needs would be best met by attending school on the school site.

The headteacher ensures that they are always aware of whether pupils with additional health needs are expected to be attending school during the national lockdown, and maintains

communication with these pupils and their parents to ensure they accurately record each pupil's attendance.

Monitoring and review

- a. The headteacher is responsible for continually monitoring local advice and updating this appendix in line with any changes to government guidance.
- b. Any changes to this appendix will be communicated to the relevant pupils, staff and parents.

[Updated] Supporting Attendance of Pupils with Additional Health Needs During the Coronavirus (COVID-19) Pandemic

[This appendix has been created in line with guidance from the DfE and PHE. You must ensure you amend this appendix as required so that it fits your school's circumstances and reflects local advice.]

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1. Legal framework

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

- Coronavirus Act 2020
- **[New]** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'
- **[New]** DfE (2021) 'SEND and specialist settings – additional operational guidance: coronavirus (COVID-19)'

2. Roles and responsibilities

The Board of Trustees will:

- Ensure that there are procedures and arrangements in place to minimise the impact of the pandemic on pupils with additional health needs that may limit their ability to attend school.

The headteacher will:

- Ensure that there are effective communication channels in place between the school and pupils with additional health needs, and their parents, during the pandemic.
- Facilitate effective conversation with relevant healthcare professionals and any other relevant services to ensure that pupils remain supported during the pandemic.

3. Managing attendance

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Where a pupil is to engage in remote education, the school will work with all relevant parties, including the pupil, their parents, the LA, relevant healthcare specialists, and any alternative provision settings the pupil attends, to work out a plan for engaging in remote education during the pandemic that is tailored specifically to the pupil's needs.

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Pupils will be supported in preparing for any examinations by their named member of staff, who will maintain communication with them even when they are not attending school to ensure their readiness for completing their qualifications.

7. [New] Shielding

Where a pupil with additional health needs is classified as clinically extremely vulnerable (CEV), the school will support the pupil to resume shielding, where advised by a clinician or national health advice. The school will work with the parents of the pupil and the LA, where appropriate, to engage the pupil in remote education.

Where a CEV pupil is advised to attend school, either by a clinician or because shielding recommendations have been paused, the school expects them to do so.

In this case, the school discusses with the pupil, their parents and the LA how the pupil's educational needs will be best met when attending school on site.

The headteacher ensures that they are always aware of whether pupils with additional health needs are expected to be attending school during the pandemic and maintains communication with these pupils and their parents to ensure they accurately record each pupil's attendance.

8. Monitoring and review

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