

# Portland Spencer Academy

## Children with health needs who cannot attend school policy 2020-2022

The Local Governing Body of Portland Spencer Academy adopted this policy statement in May 2020

It will be reviewed no later than May 2022

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## 1. Aims

This policy aims to ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- Pupils, staff and parents 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 also based on guidance provided by our local authority. <https://www.hhe.nottingham.sch.uk/>

## 3. The responsibilities of the school

### 3.1 If the school makes arrangements

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

Dylan Murphy (SENDCo) is responsible for making arrangements for delivering a high quality education package for the child. Arrangements that could be made include: sending work home, sending videos of lessons, providing equipment required for the children to continue learning at home and co-ordinate with outside agencies, such as hospital schools, to ensure education can continue where possible.

All arrangements will be created with parents and children and will be reviewed weekly. When the child is healthy and it is medically safe for them to return to school, a transition plan will be created with parents and the child to re-integrate the child back into school.

### 3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, Nottingham City Council will become responsible for arranging suitable education for these children. School will complete a referral form (appendix 1) to the Hospital and Home Education Learning Centre. This will be arranged if the child would need to be absent from school for more than 15 school days (3 weeks) and sent with an accompanying letter from the child's Consultant or Community Paediatrician.

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

- Work constructively with the local authority, providers, relevant agencies and parents 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. Monitoring arrangements**

This policy will be reviewed annually by Dylan Murphy (SENDCO). At every review, it will be approved by the full governing board.

#### **5. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- First Aid Policy
- Administration of medication and Medical Conditions Policy
- SEND information report

## Appendix 1: Hospital and Home Education Referral Form

### Hospital and Home Education Learning Centre

#### Referral – Strictly Confidential

A letter from the pupil's Consultant or Community Paediatrician (not GP) should accompany this request for Home Education stating why the pupil is unable to attend school and approximate length of absence (which must be at least 15 working days – i.e. 3 school weeks)

#### Important Information

- There is a cost to schools for Home Education provision (1:1 Home Education Teacher support–KS1 & 2).
- This referral form is tied to the Nottingham City Council contract and traded services agreement for education services. By completing the referral form you are agreeing to the terms and conditions of the external contract (for academies) and the traded services agreement (for maintained schools)
- The T&C's and costs will need to be discussed with HHELC staff before you sign this form.

Surname:	Forename:	DOB:	Yr:	KS:
Unique Pupil Number:		Unique Learner Number:		
Parent/Carer: If carer, please state relationship to pupil:		Address:		
Telephone Number – Home:				
Telephone Number – Mobile:				
Second emergency contact:				
Name:		Relationship to pupil:		
Telephone Number – Home:		Address:		
Telephone Number – Mobile:				
School/Academy:		Telephone Number:		
Contact person in school: Telephone Number: Email:		Position in School:		
Head teacher/Principal:		Last date of School attendance:		
Reason for Home Education:				

Health Professional currently supporting this pupil: Position: Telephone Number: Email:
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Does the pupil have an EHCP?	YES/NO (Please attach if yes)
Please list other agencies or individuals already involved/consulted:	

Ethnic Origin - <b>Please tick as appropriate</b>			
AOTH – Any Other Asian Background		ABAN - Bangladeshi	
APKN - Pakistan		WOTH – Any other White Background	
BCRB – Black Caribbean		WBRI – British	
Both – Any other Black Background		WIRT – Traveller – Irish Heritage	
CHNE - Chinese		WROM – Gypsy/Roma	
MWAS - White/Asian		AIND – Indian	
MOTH – Any Other Mixed Background		MWA – White/Black African	
MWBC – White/Black Caribbean		BAFR – Black African	
NOTB – Info not obtained		WHRI – Irish	
OOTH – Any other Ethnic Group		REFU - Refused	

Other Information			
1 <sup>st</sup> Language:			
2 <sup>nd</sup> Language:			
Home Language:			
<b>Please underline as appropriate</b>			
Child Looked After	Refugee	Asylum seeker	

Pupil Attributes						
0	1	2	3	4	5	
Never	Rarely	Sometimes	Often	Usually	Always	
Is eager to learn						
Is able to work independently						
Completes homework						
Is able to maintain good relationships with teachers/other adults						
Is able to maintain good relationships with peers						
Is cooperative						
Shows confidence generally						
	English	Maths	Science	Additional Comments:		
				Attendance history:		

Key Stage				Personal circumstances
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Additional needs

**Please delete as appropriate**

Name of SENCO:

Is the pupil on the school's Special Educational Needs Register? YES/NO

Is the pupil a CIN/CP? (If yes, please attach details) YES/NO

Is the pupil eligible for free school meals? YES/NO

Anxiety related school refusers only:

Please describe any support/strategies that have already been put in place prior to referral:

Person making the referral

I understand that costs relating to Home Education support will be recouped from School/Academy respectively at the end of each school term.

Please note that:

The Hospital and Home Education Learning Centre (HHELC) will have responsibility for the safeguarding of this pupil during Home Education sessions. Safeguarding of this pupil outside of these sessions remains the responsibility of their mainstream school.

HHELC will inform the pupil's mainstream school of any safeguarding concerns which arise during Home Education sessions, or come to our attention. All safeguarding concerns will also be dealt with in accordance with HHELC's Safeguarding Policy.

Signed: ..... Print name:..... Date: .....

Position: .....

Must be: Head teacher/Principal/Member of Senior Leadership Team (please delete)

Please send completed form to:

[admin@hhe.nottingham.sch.uk](mailto:admin@hhe.nottingham.sch.uk)



or by post to Home Education, Sherwood Education Centre, Perry Road, Sherwood, Nottingham, NG5 3AE

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For office use only:	
Home Education Teacher	
Hours per week	
Start date	

