Montem Academy

Pupils with Health Needs who Cannot Attend School Policy 2026-2027

Signed by CEO and Federation Principal on behalf of the Board of Directors	
Date of approval	July 2024
Date of approval	September 2026
Date of next review	September 2027

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Montem Academy
Pupils with Health Needs who Cannot Attend School

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.
- Arrangements that are in place which support these pupils are reviewed regularly.
- Effective partnerships with health and social care professionals, pupils and parents/carers are maintained to ensure that the needs of children with medical conditions are fully met.

Legislation:

- This policy reflects the requirements of the Education Act 1996.
- It is also based on guidance provided by our local authority and from DfE guidance supporting children with medical needs who cannot attend school. This policy complies with our funding agreement and articles of association.
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Roles and Responsibilities:

The Principal, in consultation with the Trust Board and the Academy Council, staff, parents/carers, health professionals will decide how our academy can assist a child with medical needs. The school's responsibilities are:

- Implementing the policy on a daily basis,
- Ensuring that the procedures are understood and implemented,
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs including the use of Health Plans where necessary.
- In special circumstances, the school may apply for hospital school (please see below).
- In extreme circumstances, an alternative provision may need to be requested (e.g. special school).

- If the health needs are prolonged or permanent and the student requires additional support upon their return to school, the SENDCo may apply for an Educational, Health and Care Plan.

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.

- The people who are responsible for making and monitoring these arrangements are the SENDCo, Director of Inclusion and DSL.
- Work will be provided for school every day and progress will be monitored regularly by the class teacher. Work can be provided remotely via a virtual platform, or if families do not have access to the internet or technical devices, a paper pack which is created and shared weekly. It is the parent/carers responsibility to collect and return paper work packs.
- Once the school has been notified that a child cannot attend school due to a medical condition or health need, the designated person in school will conduct a keeping in touch call to the family to consult on the arrangements that will be put in place. The class teacher will then be informed and will begin to prepare work to go home.
- Keeping in touch calls will be made weekly to the family where a member of staff (SENDCo, class teacher, DSL) will speak with the parent/carer, and the child, to see how effective the remote learning provision is. They will provide support and guidance with any difficulties, non-attendance to tasks or delays with work being returned.
- The school understand the importance of social interaction with their peers. For children who have to be at home for a prolonged period of time we will endeavor to keep connections with the child and their class via updates, letters, cards and virtual links where possible.
- Any member of staff who speaks with the family or child fully understands their commitment to safeguarding and knows to report any safeguarding concerns directly to the Designated Safeguarding Lead, immediately. This is completed via CPOMS, or a paper referral if CPOMS is not accessible. For more information on child protection and safeguarding practice and procedures please read our child protection and safeguarding policy.
- The DSL will arrange a home visit if there are safeguarding concerns and will consult with Slough Children's Services if they feel any child is at risk of harm.
- If the child is absent from the school setting then any school reports or provision maps for SEND support will be emailed or posted to the home address.

- The school will provide guidance and support to parents and carers regarding the remote learning or work packs sent home for children to complete. Parents and carers are encourage to telephone the school office to request a telephone meeting with the class teacher if they require any support.
- The school is responsible for carrying out any risk assessments that may be necessary before the student joins/returns to school. This will be done in line with the school risk assessment policy and in conjunction with the Welfare Officer, the child's health care professional, the SENDCo and monitored by the Director of Inclusion.

If the Local Authority makes arrangements:

If the school can't make suitable arrangements, Slough Borough Council will become responsible for arranging suitable education for these children. Where an absence is likely to be longer than 15 days the Local Authority will be involved in arranging provision, the expectation from the school is that the Local Authority will:

- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.
- Provide such education as soon as it is clear that the child will be absent from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education the child receives is of good quality and allows them to take appropriate external tests, prevents them from slipping behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of the individual children in arranging provision.
- Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment. The nature of the provision must be responsive to the demands of what may be a changing health status.
- Where appropriate, use electronic media such as 'virtual classrooms', to provide access to a broader curriculum, but this should generally be used to complement face-to-face education, rather than as sole provision.
- Ensure that teachers who provide education for children with health needs receive suitable training and support and are kept aware of curriculum developments. They should also be given suitable information relating to a

child's health condition, and the possible effect the condition and/or medication taken has on the child.

- Set up a Personal Education Plan, which should ensure that the school, the Local Authority, hospital school and other provider can work together.
- Ensure effective collaboration between all relevant services (for example, Hospital School, CAMHS, NHS, schools and, where relevant, school nurses) in delivering effective education for children with additional health needs.

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, the school will 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 and document this in a risk assessment.

Other Relevant Documents:

- Complaints Procedure
- Intimate Care Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy