Children With Health Needs Who Cannot Attend School Policy

Hampton College

Policy last reviewed:	**September 2026**
Next review due:	**September 2027**
Ratified by:	Hampton College Local Governing Body

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/carers understand what the school is responsible for when this education is being provided by the local authority.
- 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, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not in school and will work with the Local Authority, 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 has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

- Equality Act 2010
- Data Protection Act 2018
- Children's Wellbeing and Schools Act 2026
- The Education Act 1996
- DfE (Updated 2026) 'Working together to improve school attendance'
- DfE (2026) 'Keeping children safe in education 2026'
- DFE (2023) Arranging Education for Children Who Cannot Attend School because of Health Needs
- DfE (Updated 2017) Supporting pupils at school with medical conditions

3. Responsibilities of the school

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs with parents/carers and consider how their needs may be best met in conjunction with the Local Authority, relevant medical professionals and, where appropriate, the pupil.

The school will support pupils with health needs to attend full-time education wherever possible, or the school may make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments. These reasonable adjustments may be recorded in a pupil's individual healthcare plan (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.

Pupils 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 school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes. Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.

Whilst a pupil is away from school, the school will ensure the pupil can successfully remain in touch with their school through school ICT platforms including Teams, Sparx Maths and English as well as other subject specific programmes, along with newsletters, emails, invitations to school events, cards or letters from peers and staff. Initially, the school will attempt to make arrangements to deliver a suitable education for children with health needs who cannot attend school. The Head of School and SENDCo will be responsible for making and monitoring these arrangements.

The school will discuss arrangements for working from home or hospital with parents/carers. A plan will be drawn up detailing agreed actions from the discussion, the plan will be signed by school and parents/carers. The plan will then be carried out to deliver education to the child.

Arrangements could include sending work home, the pupil attending a hospital school whilst they are an in-patient, access to online learning prepared by class teachers set on Teams or other subject specific programmes

Once the pupil is able, they will be integrated back into school with alternative arrangements to make it possible. These will be discussed with parents/carers and the pupil in conjunction with any medical advice from other professionals. To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, adaptations may need to be considered including:

- a personalised or reduced timetable, drafted in consultation with parents/carers and the named staff member and signed of by the Local Authority
- access to additional support in school;
- reasonable adjustments to the physical learning environment as advised by medical professionals such as Occupational Therapists;
- online access to the curriculum from home;
- places to rest at school;
- special exam arrangements to manage anxiety or fatigue;
- alternative provision for break or lunch times.

3.1 If the local authority makes arrangements

If the school can’t make suitable arrangements, Peterborough City Council will become responsible for arranging suitable education for these pupils. The named officer for the Local Authority works closely with schools, relevant agencies, medical professionals and parents or carers (see Appendix A).

At Hampton College, the Mental Health lead and Wellbeing & Early Intervention Coordinator has responsibility for co-ordinating the liaison between the school and the Local Authority. They will work closely with the attendance officer and pastoral leads.

Involvement of the Local Authority is initiated by completing the Medical Needs Referral Form and arranging a meeting with the named officer (see Appendix B).

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

- Work constructively with the local authority, providers, relevant agencies and parents/carers 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.

If reintegration is anticipated, we 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.

3.2 The Governing Body and Head of School

The Governing Board and Head of School are responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the regular review of the arrangements made for pupils who cannot attend school due to their medical needs. Regular to be defined by the individual needs of the child.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents/carers, pupils, the LA, key workers and others involved in the pupil's care.
- Providing teachers, who support pupils with health needs, with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

3.3 The Pastoral teams are responsible for children in their care:

- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Head of School, education providers and parents/carers to determine pupils' programmes of study whilst they are absent from school.
- Liaising with medical professionals as appropriate.

- Providing a link between pupils and their parents/carers, and the LA.
- Ensuring teachers and support staff are kept informed of the health needs relating to pupils they work with.

3.4 Teachers and Support Staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows pupils with health needs to participate fully, ensuring they are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend any required training.
- Ensuring they are aware of the needs of their pupils through the appropriate sharing of the individual pupil's health needs.
- Ensuring they are aware of the signs, symptoms and triggers in relation to the medical needs of the pupil and know what to do in an emergency.
- Reading and understanding any medical care plans and reporting any concerns to the pastoral team or SENDCo
- Keeping parents/carers informed of how their child's health needs are affecting them whilst in the school.

4. Absences

Pupils who are absent because of illness can be supported through liaison with the pupil's parents/carers. This may be through schoolwork being provided for completion at home as soon as the pupil is able to cope with it. Alternatively, it may be possible for reduced timetable at school or a gradual phased return to full-time attendance.

The school will give due consideration to which aspects of the curriculum are prioritised, in consultation with the pupil, their family and relevant members of staff.

For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the LA, who will take responsibility for the pupil and their education. Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence. For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital. The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.

5. Monitoring arrangements

This policy will be reviewed annually by the Pastoral Deputy Head of School along with the SENDCo. At every review, it will be approved by the full governing board. Any changes in the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.

6. 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 Emotionally Based School Avoidance
- Progressive conditions
- Terminal illnesses
- Chronic illnesses

7. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting children with medical conditions
- Attendance Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities Policy

Policy review

This policy is reviewed every year, or sooner if there are statutory guidance updates.

APPROVED BY GOVERNORS:

…….	…….	……
SIGNATURE	NAME	DATE

Appendix A: Liaison with the Local Authority 2026

The named officer at the Local Authority with responsibility for the education of children with health needs is:

Natalie Ulugun (natalie.ulugun@peterborough.gov.uk)

Alternatively, schools are also able to contact Jason Wing (Behaviour and Inclusion Manager) (Jason.wing@peterborough.gov.uk)

Appendix B: Medical Needs Referral Form

Medical Needs Referral Form

Personal Details of Child Requiring Support

Full Name: **DoB:**

Name of Parent/Carer:

Address:

Postcode:

Telephone Contact:
Email Address:

UPN: **Year Group:**

Gender: **Ethnicity:**

EAL: **Pupil Premium:** **FSM:**

EHCP ?	EHCP Assessment ?	SEN Support?	LAC?	Previously LAC?	Adopted?	CP Plan?	CIN Plan?	CP Concern?

School / Referrer Information

School Name: Hampton College

Named Contact (referrer):

Designation:

Contact Number:

Email address:

Reasons for Referral	
What are your concerns?	
What do you hope to gain from this referral - **ideal outcome?**	

Context - Education	

Context – Health – all medical letters are attached	

Context – Other Agencies	

Context – Parents/Carers	
(Please ensure that parents/carers have consented to this referral)	
What are the views of the parents/carers?	
Does the school have written agreement from the parents / carers to make this referral for medical tuition?	

Other Useful Information
Please include any information which it is felt will be helpful eg curriculum coverage, levels attained, online resources used, interests/hobbies, attitude to learning etc

If pupil is in Y11, what plans are in place for post-16? **If pupil is in Y6 which will be the next school and has a place been secured?**

Baseline Information					
Please highlight the relevant description in bold text:					
Attendance in last 6 school weeks					
Timetable					
Independence in lessons					
Social times					

Accessing lessons					
Friendships					
Navigates the school					
Co-operation					
Communication					

Please make sure that all sections are completed in full. If incomplete forms are submitted this may result in a delay whilst we wait for additional information.

Completed referral forms and supporting documents should be sent via email to:

Jason.Wing@peterborough.gov.uk

Natalie.Ulugun@peterborough.gov.uk

If you wish to discuss any aspect of the process please email Jason Wing