

Education for Children with Health Needs who Cannot Attend School

Harlington School's arrangements for continued education for those children who cannot attend school

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1. Introduction & Statement of Intent

The Governing Body of Harlington School, as a state funded Foundation Maintained School, are accountable for the way in which child or young persons are taught. This responsibility is delegated to the Headteacher of Harlington School, who abides by and ensures the delivery of the national curriculum for all its pupils, unless deemed in their interest to disapply them from the national curriculum. This policy identifies everything that the school will do in ensuring continued education for those who cannot attend due to health needs.

Harlington School, therefore, aims to support the LA and ensure that 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, child or young persons should receive their education within their school, and the aim of the provision will be to reintegrate child or young persons back into school as soon as they are well enough. We understand that we have a continuing role in a child or young person's education whilst they are not attending the school and will work with the LA, 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.

Harlington School also differentiates and devolves its responsibilities when a child is in long term care and housed in a hospital or facility that has its own education provision. In these circumstances we will continue to touch base with the child and family, as long as they remain on roll. We also commit to working with and supporting any educational professionals working in such hospitals and facility settings so that we continue to work together in the best interests of the child with the aim to re-establish a safe transition back into school as and when it is deemed appropriate. In such circumstances the educational provision may require continued regular contact with the school. At such identified times, Harlington will continue to monitor the situation and work with the best interest of the child or young person and follow the guidelines identified within this policy.

In order to fulfil these duties, Harlington School commits to:

- Continued connection to any registered child who is housed in any medical facility mid or long term. For the purposes of this policy we will use the following definitions for Short, mid and long term;

Short Term – any short stay duration lasting no longer than 8 consecutive days in a single duration or continued absences in bouts of 1 day where it is not an overnight appointment and does not require the child or young person to stay overnight (on a weeknight) to miss the next school day.

Mid Term – any duration longer than 8 consecutive days in a single duration and or continued bouts of medical absence that requires specialist treatment at a hospital or medical facility where in attending, this may preclude their immediate/next day return to school and that this type of absence is cyclical / appointment based across a recognised, even if not definitive period of time. Mid-term requires a medical practitioner or consultant to identify that the child should still continue to receive their education from school.

Long Term – This type of absence relates to any hospitalisation, medical stay, sectioning (under the mental health act) or recovery from injury where they are precluded on medical grounds* to not be in school. Long term requires a medical practitioner with the seniority of a consultant / surgeon or other high-level practitioner who has stated that the child cannot attend school for a prolonged period of time.

Long term illness also applies to terminal illness where it is unlikely that a child or young person may return to school. In this situation we will ensure a bespoke best fit programme around the child or young person is agreed and put in place at the wishes of the child or young person and their parents or carers.

*These could include for physical, mental or immune compromised conditions or any such medical conditions or treatment that prohibits their attendance back at school for a prolonged period lasting or forecast to last for a definitive period of time over and above 8 consecutive days and within the framework as identified in these definitions.

2. Legal Framework

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

Education Act 1996 (section 19), Equality Act 2010, Data Protection Act 2018, DfE (2023) 'Arranging education for children who cannot attend school because of health needs', DfE (2015) 'Supporting pupils at school with medical conditions'.

This policy operates in conjunction with the following School policies:

Attendance and Punctuality Policy, Child Protection and Safeguarding Policy, Data Protection Policy, Special Educational Needs and Disabilities (SEND) Policy.

3. The duties and expectations of the Local Authority

Harlington School works in collaboration with the London Borough of Hillingdon. Where appropriate* Hillingdon will 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 will support the LA in doing so for those pupils on their role. The school will work in collaboration with the London Borough of Hillingdon named officer who oversees the education of children, unable to attend school, due to health needs.

*as deemed appropriate and by statutory duty. This duty differs from;

- **Role and expectations of the Local Authority of Hillingdon** – statutory duty to arrange suitable education for children unable to attend
- **Role and expectations of Harlington School** – providing initial work, making referrals, supporting reintegration

- **Role and expectations (through the delegated powers of the local authority) of the Virtual School Service in Hillingdon** – advice and signposting for extended duties cohorts, and quality-assurance oversight of hospital education (not commissioning)

Please be aware that we have identified the local authority as Hillingdon, but this can be substituted for the ‘home’ authority of the residence of the child accordingly.

The Local Authority should:

- Provide such education as soon as it is clear that a child or young person will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child or young person.
- Ensuring the education of a child or young person 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 an individual child or young person in arranging provision.
- Have a named officer responsible for the education of children with additional health needs and ensure parents/carers 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 the child and that it is providing suitable education. - Give clear policies on the provision of education for children and young people under and over compulsory school age.
- Review the funding available for alternative provision and if necessary discuss options with the school to fund from the local authority higher needs budget, where appropriate. In cases on long term health needs, the local authority may discuss with the school to make arrangements for the transfer of a portion of school’s funding that follows a child to continue to support the alternative educational provision in place. This way Harlington works with the local authority and the child or young person, to ensure the funding remains with the child in cases where the child has their educational needs fully met outside of the school environment and remains unable to transfer a named placement to a temporary (even if long term) or healthcare provision. Mandatory funding adjustments may only be made by the local authority.

4. 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.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Our school will request medical evidence of these medical needs and an indication that child or young persons are not able to attend school as part of our attendance and absence recording procedures. 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: home tuition services that act as a communication channel between schools and child or young persons on occasions where child or young persons 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.

Any approved provision must be equivalent to the quality of provision available to a child or young person within Harlington School, as far as the child or young person's health allows. The provision thus should also cater for the child or young person's age, ability, aptitude and any special education needs they have.

Where legislation does not apply to those children and young people over and above compulsory school age (as identified in guidance – Page 4 December 2023, Arranging Education for children who cannot attend school because of health needs) we intend to follow good practice by working with the child, young person and their family to aim to continue, as much as all parties are in agreement and collaboratively supporting access to continued education up to and including their next series of end of course public examinations / transition period.

5. Roles & Responsibilities

The Headteacher is responsible for:

- Ensuring arrangements for child or young persons who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for child or young persons who cannot attend school due to their medical and/or health needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of child or young persons 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 child or young persons with health needs are appropriately trained. • Approving and reviewing this policy on an annual basis.
- Working with the Governing Body to ensure compliance with the relevant statutory duties when supporting child or young persons with health needs.
- Working collaboratively with parents/carers and other professionals to develop arrangements to meet the best interests of children.
- Ensuring the arrangements put in place to meet child or young persons' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for child or young persons with healthcare needs and liaises with parents/carers, child or young persons, the LA, key workers and others involved in the child or young person's care.
- Ensuring the support put in place focusses on and meets the needs of individual child or young persons.
- Arranging appropriate training for staff with responsibility for supporting child or young persons with health needs.
- Providing teachers and other staff, including first aiders, who support child or young persons with health needs with suitable information relating to a child or young person's health condition and the possible effect the condition and/or medication taken has on the child or young person.
- Providing reports to the Local Governing Body on child or young persons in home or hospital-based tuition and the effectiveness of the arrangements in place to meet the health needs of child or young persons.
- Notifying the LA when a child or young person is likely to be away from the school for a significant period of time due to their health needs.
- Ensure the child or young person is involved, as much as is suitably and reasonably possible, in their own decision making about their continued education

6. Monitoring & Quality Assurance

The Assistant Headteacher (Attendance and Safeguarding) is the named member of staff.

They are responsible for:

- Dealing with child or young persons who are unable to attend school because of medical needs.
- Actively monitoring child or young person progress and reintegration into school.
- Supplying child or young persons' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents/carers to determine child or young persons' programmes of study whilst they are absent from school.

- Keeping child or young persons involved and informed about school events and encouraging communication with their peers, with support from Achievement Co-ordinators.
- Providing a link between child or young person and their parents/carers, and the LA.
- Ensure that the aim of the support is aimed to 'keep up' rather than 'catch up'.

After each transition back into School (and where necessary at 1 month intervals if not back in school):

- Discuss and review the success of the identified educational plan in place for each identified child.
- Report their findings, which will then be discussed and reviewed by the Headteacher and with Governors at the Safeguarding & Education Committee.
- Consider how successful the plan is and if the child or young person continues to be engaged and making progress both medically and in terms of educational academic progress.
- Carry out an updated risk assessment to identify the risks for the child or young person to return and a safety and integration plan to reintegrate the child or young person back into school.
- Review monthly for both situations (child young person in school / out of school)

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of child or young persons' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring child or young persons are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting child or young persons with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their child or young persons through the appropriate and lawful sharing of the individual child or young person's health needs.
- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
- Keeping parents/carers informed of how their child's health needs are affecting them whilst in the school.

Parents/carers are expected to:

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for any of their child's absences without delay.

- Provide the school with sufficient and up-to-date information about their child's medical needs, including medical evidence.
- Attend, support and participate in meetings to discuss how support for their child should be planned.

7. Record Keeping

- In accordance with the Supporting Child or young persons with Medical Conditions Policy, written records will be kept of all medicines administered to child or young persons
- Proper record keeping protects both staff and child or young persons and provides evidence that agreed procedures have been followed.
- All records will be maintained in line with the Records Management Policy. Training
- Staff will be trained in a timely manner, as appropriate, to assist with a child or young person's return to school.
- Once a child or young person's return date has been confirmed, staff will be provided with relevant training and/or information before the child or young person's anticipated return.

8. Managing Absences

- Parents/carers are advised to contact the school on the first day their child is unable to attend due to illness.
- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- The school will provide support to child or young persons who are absent from school because of illness for a period of less than 15 school days by liaising with the child or young person's parents/carers to arrange schoolwork as soon as the child or young person is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the child or young person, 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 child or young persons with health needs will notify the LA, who will take responsibility for the child or young person 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 child or young person'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 child or young person is in hospital.
- The LA will set up a personal education plan (PEP) for the child or young person which will allow the school, the LA and the provider of the child or young person's education to work together.

- The school will monitor child or young person attendance and mark registers to ensure it is clear whether a child or young person is, or should be, receiving education otherwise than at school.

The school will only remove a child or young person who is unable to attend school because of additional health needs from the school roll where: - The child or young person has been certified by a Medical Officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and - Neither the child or young person nor their parent/carer has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age. - A child or young person unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the child or young person's education.

9. Support for Children & Young People

The Assistant Headteacher (Attendance and Safeguarding) is the named member of staff but will divert some key support for identified children and young people to 'best-fit' the connection and interests of the child and their family. This could include a variety of other middle or senior leaders to oversee the case, including key middle leader level associate staff.

The identified adult will be responsible for:

- Dealing with child or young persons with medical conditions / medical absence
- Where a child or young person has a complex or long-term health issue, the school will discuss their needs and how these may be best met with the LA, relevant medical professionals, parents/carers and, where appropriate, the child or young person.
- The LA expects the school to support child or young persons with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to child or young persons' programmes of study where medical evidence supports the need for those adjustments.
- The school will make reasonable adjustments under child or young persons' individual healthcare plans (IHCPs), in accordance with the Supporting Child or young persons with Medical Conditions Policy.
- Child or young persons 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 child or young person's education to establish and maintain regular communication and effective outcomes.
- Whilst a child or young person is away from school, the school will work with the LA to ensure the child or young person can successfully remain in touch with their school using the following methods: - School newsletters - Emails - Invitations to school events - Cards or letters from peers and staff
- Where appropriate, the school will provide the child or young person's education provider with relevant information, curriculum materials and resources.

- To help ensure a child or young person with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered: -
A personalised or part-time timetable, drafted in consultation with the named staff member - Access to additional support in school - Online access to the curriculum from home - Movement of lessons to more accessible rooms - Places to rest at school

10. Reintegrating our Children and Young People back into School

When a child or young person is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with identified medical personnel (dealing with the healthcare priorities of the child – this can be delegated to an assigned healthcare worker by the practice/Hospital or NHS service as identified in the best interests of the child)

- The school will work with healthcare professional or the local authority 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 child 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 child or young person'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 child or young person.
- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the child or young person.
- For longer absences, the reintegration plan will be developed near to the child or young person's likely date of return, to avoid putting unnecessary pressure on an ill child or young person or their parents/carers in the early stages of their absence.
- The school is aware that some child or young persons will need gradual reintegration over a long period of time and will always consult with the child or young person, their parents/carers 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 child or young person - 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 child or young persons and staff to be positive and proactive during the reintegration period.
- Following reintegration, the school will seek feedback from the child or young person regarding the effectiveness of the process.

11. Information Sharing

To be read in conjunction with this section of the Policy;

- Data Protection Policy
- Data Sharing agreements
- It is essential that all information about child or young persons with health needs is kept up to date.
- All teachers, TAs, supply and associate/support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the agreed school procedures.
- Parents/carers 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. - Inform parents/carers of the information, which will be shared with relevant parties - Consider how friendship groups and peers may be able to assist child or young persons with health needs.
- When a child or young person 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.

12. The role of Healthcare Professionals

- 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 child or young persons with additional health needs.
- Parents/carers of child or young persons with additional health needs may provide specific advice but will not be the sole trainer of staff

13. Examinations & Assessments

Examinations and Assessments where possible will always be prioritized to be taken directly at the centre (Harlington School) for every child or young person registered here. However, it is recognized that in some situations it may be deemed inappropriate or unreasonable and practically complicated to enable a child with health and medical reasons to attend and sit examinations in persons. In a situation where this may be possible, the team around the child (comprising, the identified adult lead, DSL, Examinations Officer, Headteacher and whomever else the HT thinks viable to attend) will review the plan and risk assess accommodating public examinations at a suitable, approved and alternate environment to aid a child or young person health needs. In such circumstances we will

abide by JCQ regulations (adapted and approved annually) to ensure any decision is checked and approved including;

- The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- Relevant assessment information will be provided to the alternative provision provider if required.
- In line with guidance (Arranging education for children who cannot attend school because of health needs December 2023) Awarding bodies may make special arrangements for child or young persons with ***permanent or long-term disabilities and learning difficulties***, or ***temporary disabilities and illnesses***. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible
- We will support the child or young person and their family through the process and explain how this will work
- We will identify the regulations required and additional staffing to accommodate the approved access arrangements for the child, due to their medical or health needs.

14. Advice for Parent / Carers

Parents and carers have an important role to play in providing important information about their child and working together with Harlington School and the local authority. Here at Harlington School, we aim to consult with the parent at every stage through an identified adult to ensure a continued line of communication and connection to every child and young person registered with us

- It is the parent and carers responsibility to inform Harlington School of any health needs that could be having an impact on their child's learning
- Harlington School will nominate a lead adult as the named individual to which parents and carers should arrange communications and contact. This will not always be the same individual and will be made in the best interests of facilitating the child or young person's continued education
- Parents and Carers should liaise with the school, immediately if it is clear that a child or young person cannot attend Harlington School because of their health needs. The school will contact the local authority named officer as quickly as possible to liaise and ensure continued education with as little disruption to the continued education of a child or young person, health needs permitting
- Harlington will divert arrangements for suitable alternative provision, due to medical and health grounds, to the local authority as identified in guidance.
- Should a parent or carer be dissatisfied with the provision of care for their child or wish to raise concerns regarding the support and provision being offered they may make a formal complaint via the school's complaint procedure
- If a parent or carer is dissatisfied with the provision provided by the local authority, then they should, in the first instance contact the local authority named officer. If this does not resolve their concern, then they should write to the Local Government and Social Care Ombudsman at [How to Complain - Local Government and Social Care Ombudsman](#)

For Parents/Carers at Harlington School

What is this policy about?

This policy ensures that all children who are unable to attend school due to medical needs continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Your responsibilities as a parent/carer

You are expected to:

- Ensure the regular and punctual attendance of your child at school where possible
- Work in partnership with the school to ensure the best possible outcomes for your child
- Notify the school of the reason for any of your child's absences without delay
- Provide the school with sufficient and up-to-date information about your child's medical needs, including medical evidence
- Attend, support and participate in meetings to discuss how support for your child should be planned

What happens if my child cannot attend school?

You should contact the school on the first day your child is unable to attend due to illness. The school will work with you and the London Borough of Hillingdon to arrange appropriate education provision.

For absences under 15 days: The school will provide support by liaising with you to arrange schoolwork as soon as your child is able to cope with it or part-time education at school.

For absences of 15 days or more: The school will notify the Local Authority, who will take responsibility for your child and their education.

Staying connected to school

Whilst your child is away from school, the school will work to ensure your child can successfully remain in touch with their school using methods including school newsletters, emails, invitations to school events, and cards or letters from peers and staff.

Returning to school

When your child is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with identified medical personnel. This may include a gradual return with a personalised timetable.

If you have concerns

Should you be dissatisfied with the provision of care for your child or wish to raise concerns regarding the support and provision being offered, you may make a formal complaint via the school's complaint procedure.

Key contact: The Assistant Headteacher (Attendance and Safeguarding) is the named member of staff responsible for supporting children with health needs.

For Pupils at Harlington School

What is this policy about?

If you cannot attend school because of health reasons, this policy explains how Harlington School will support you to continue your education and stay connected to school.

What support will you receive?

The school aims to ensure that all children who are unable to attend school due to medical needs continue to have access to as much education as their medical condition allows.

The school will:

- Work with the Local Authority to ensure you can successfully remain in touch with your school through school newsletters, emails, invitations to school events, and cards or letters from peers and staff
- Provide your education provider with relevant information, curriculum materials and resources
- Assign a named adult to support you and keep in regular contact

Staying connected while you're away

Even when you're not in school, you'll be kept informed about what's happening and encouraged to stay in touch with your friends and teachers.

Different types of absence

The school recognises three types of health-related absence:

- **Short term:** Up to 8 consecutive days
- **Mid term:** Longer than 8 days with ongoing medical appointments
- **Long term:** Extended periods where medical professionals have stated you cannot attend school

Coming back to school

When you are considered well enough to return to school, the school will develop a tailored reintegration plan.

This means:

- You might return gradually with a part-time timetable at first
- The school may make adaptations such as a personalised or part-time timetable, access to additional support in school, online access to the curriculum from home, movement of lessons to more accessible rooms, or places to rest at school
- You'll be consulted about your concerns and the pace of your return

Taking exams

Examinations and assessments where possible will always be prioritised to be taken directly at Harlington School. However, if you cannot attend school for exams due to health reasons, the school will work to arrange special arrangements so you can still take them.

Remember: The school's aim is to help you keep up with your learning, not just catch up later, and to support you back into school when you're ready.

For Teachers at Harlington School

Policy overview

This policy identifies everything that the school will do in ensuring continued education for those who cannot attend due to health needs. It applies to pupils who cannot attend school due to physical health issues, injuries, mental health problems, progressive conditions, terminal illnesses, or chronic illnesses.

Your responsibilities

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils 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 the required training
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's health needs
- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency
- Keeping parents/carers informed of how their child's health needs are affecting them whilst in the school

Managing absences

Under 15 days: The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents/carers to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school.

15 days or more: The school will notify the LA, who will take responsibility for the pupil and their education.

Supporting pupils while absent

Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources. You may be asked to provide work or information about curriculum content to support the pupil's continued learning.

Key personnel

- **Assistant Headteacher (Attendance and Safeguarding)** is the named member of staff responsible for pupils with health needs

- They are responsible for dealing with pupils who are unable to attend school because of medical needs, actively monitoring pupil progress and reintegration into school, and supplying pupils' education providers with information about the child's capabilities, progress and outcomes

Reintegration planning

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

You may be involved in:

- Developing a programme of small goals leading up to reintegration
- Implementing adaptations such as a personalised or part-time timetable, providing access to additional support in school, arranging online access to the curriculum from home, moving lessons to more accessible rooms, or providing places to rest at school

Training and information

Staff will be trained in a timely manner, as appropriate, 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 and/or information before the pupil's anticipated return.

Key principle: The aim of the support is to 'keep up' rather than 'catch up'.

Local Authority Responsibilities Summary

Education for Children with Health Needs who Cannot Attend Harlington School

Based on Harlington School's policy, the London Borough of Hillingdon Local Authority has the following key responsibilities:

Core Duties

The Local Authority must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision.

Timely Provision

The LA must provide such education as soon as it is clear that a child or young person will be away from school for 15 days or more, whether consecutive or cumulative. They must liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child or young person.

Quality of Education

The LA must ensure the education of a child or young person 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.

Specific Responsibilities

Individual Needs

The LA must address the needs of an individual child or young person in arranging provision.

Named Officer

The LA must have a named officer responsible for the education of children with additional health needs and ensure parents/carers know who this is.

Policy and Transparency

The LA must have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.

Regular Review

The LA must review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.

Clear Guidance

The LA must give clear policies on the provision of education for children and young people under and over compulsory school age.

Funding Arrangements

The LA must review the funding available for alternative provision and if necessary discuss options with the school to fund from the local authority higher needs budget, where appropriate. In cases of long term health needs, the local authority may discuss with the school to make arrangements for the transfer of a portion of school's funding that follows a child to continue to support the alternative educational provision in place.

Important note: Mandatory funding adjustments may only be made by the local authority.

Collaborative Working

Personal Education Plans

The LA will set up a personal education plan (PEP) for the child or young person which will allow the school, the LA and the provider of the child or young person's education to work together.

Hospital Admissions

For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the child or young person is in hospital.

Reintegration Planning

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

Maintaining School Connection

Whilst a child or young person is away from school, the school will work with the LA to ensure the child or young person can successfully remain in touch with their school.

Complaints Process

If a parent or carer is dissatisfied with the provision provided by the local authority, then they should, in the first instance contact the local authority named officer. If this does not resolve their concern, then they should write to the Local Government and Social Care Ombudsman.