

Horniman Primary School



Children with Health Needs who Cannot Attend School Policy

This policy was agreed by the governing body on: (and supersedes all previous policies relating to this area)	01/03/23
Signed: Kirsten Walker	Designated Governor
Implemented:	March 2021
Reviewed:	Annually by FGB
Review date:	March 2024
Author:	Ms Sofie Hashmi Deputy Headteacher

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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. <http://lewishamvirtualschool.org.uk/lvs-services/hop-hospital-outreach-programme/>

3. The responsibilities of the school

Horniman School will implement reasonable adjustments to ‘ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.’ (Supporting pupils at school with medical conditions, DfE, April 2014).

We will:

- Compile an Individual Healthcare Plan (IHP), if the child does not already have one
- Consider whether any reasonable adjustments need to be made to timetables, resources and activities
- Work constructively with the local authority, relevant agencies and parents to ensure the best outcomes for the pupil
- Make sure that the provision offered to the pupil is as effective as possible

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

- 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)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made

3.1 school arrangements

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

- The Deputy Headteacher for Inclusion will be responsible for making and monitoring these arrangements
- The class teacher will provide a combination of online and paper-based learning for the pupil in line with the learning of their peers. The school will maintain weekly contact with the family and pupil to review their learning and wellbeing
- The school will contact the Hospital and Outreach Programme (HOP) at this point to access support and enable early intervention
- The school and family will meet after 15 days of non-attendance to plan the pupil's reintegration to school and agree a transition timetable
- If the pupil is unable to return to school, the school will complete a HOP referral form supported by medical evidence and evidence of 15 days' non-attendance (The 15 days does not have to be consecutive if for the same evidenced medical reason) <http://lewishamvirtualschool.org.uk/lvs-services/hop-hospital-outreach-programme/>

3.2 local authority arrangements

- If the period of non-attendance is extended beyond 15 days, the school will work with Lewisham for arranging suitable education for the child.
- An initial interview with HOP will be arranged with the school, child and parents
- A Home - School Agreement will be completed with the purpose of fostering partnerships between the school, parents and HOP, and to make expectations clear on all sides
- A start and 6-week review date will be set at the end of the interview
- After 6 weeks, a decision will be made as to whether the child is ready for a reintegration plan, if the Home – School agreement has been met, or if further support is required from HOP
- Students who remain on the HOP programme following two attempted reintegrations, will require an emergency review to discuss long-term support
- The child will remain on roll at Horniman School, with HOP providing updates as required
- When the child is ready for reintegration, they will be referred back to Horniman School
- If the Home – School agreement has not been met, the child will be referred to an appropriate agency, e.g. CAMHS
- The local authority outreach manager is Richard Fowler and can be contacted on **07875 087118** or at richard.fowler@lewisham.gov.uk

4. Monitoring arrangements

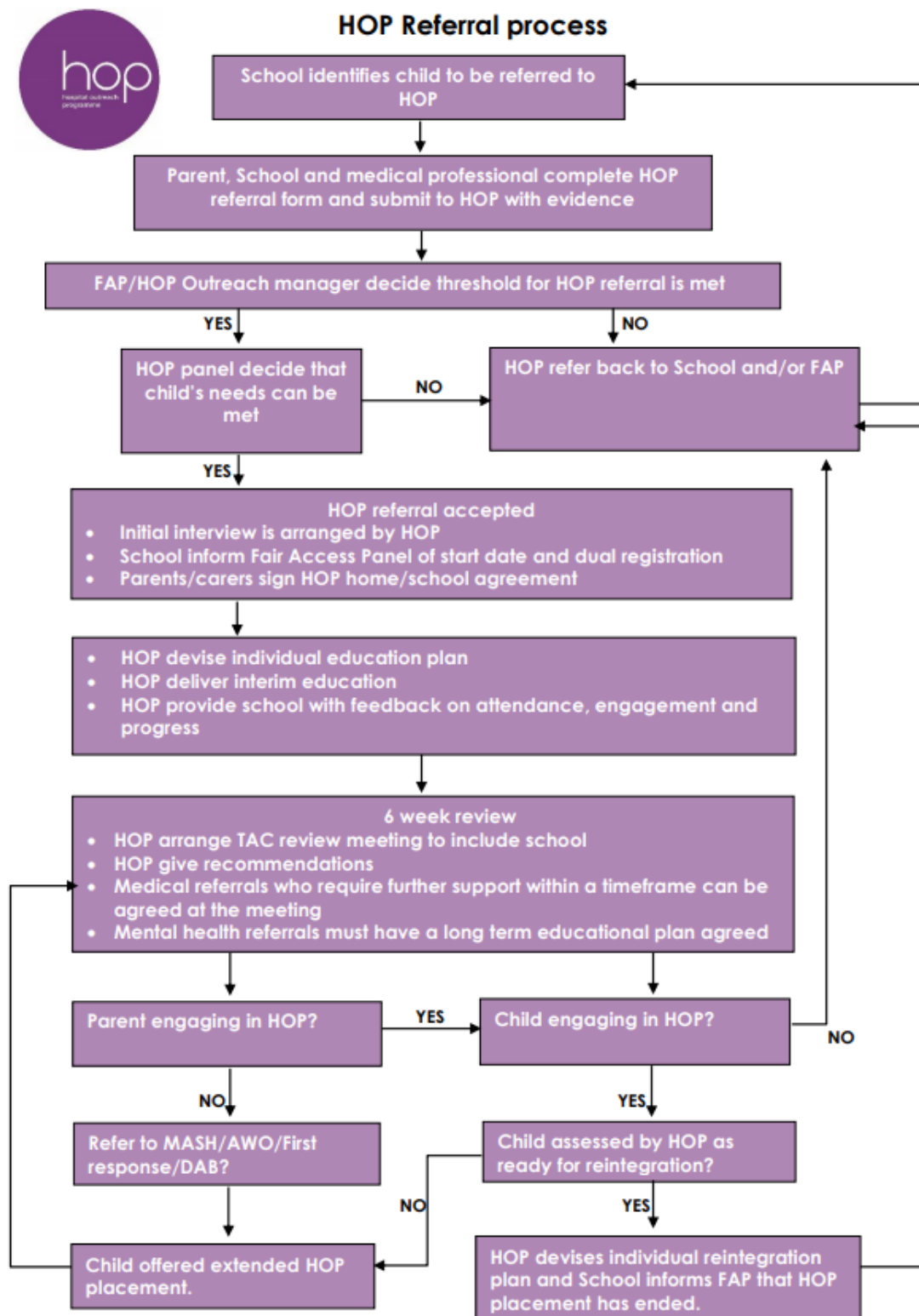
This policy will be reviewed annually by Sofie Hashmi. At every review, it will be approved by the full governing board.

5. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions
- Safeguarding and Child Protection
- Attendance & Punctuality

6. Appendix 1: HOP referral process



7. Appendix 2: HOP SEN referral process



HOP SEN Referral process

