



Children with Health Needs who cannot attend school Policy

Updated: September 2024

Approved by Trustees: 18 September 2024

Review Date: September 2025

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

Legislation and guidance

This policy reflects the requirements of the [Education Act 1996](#).

Responsibilities of the Trust and our schools

Education is provided to pupils (from early years to year 11) unable to attend their home school because of illness or injury at hospital schools. For schools within Wolverhampton LA, this will take place at Nightingale Centre (through the Orchard Centre). For schools within Walsall LA, this is through Shepwell School and for schools within Sandwell LA, this is through Albright Education Centre.

A written referral is required from the home school and will be forwarded to the Headteacher at the hospital school. The referral will contain any relevant background information and must be endorsed by a medical note from either the pupil's General Practitioner or Consultant. Referrals are expected to include information of:

- brief history indicating long term nature of the problem
- previous strategies employed with outcomes
- current attendance pattern
- a copy of current statement of SEN/EHCP if appropriate

Wherever possible this should also be supported by a report from an appropriate Educational Psychologist and/or a psychological assessment or opinion of a CAMHS professional.

The Hospital school will then arrange the appropriate educational provision whether this is via home tuition or on site within the Centre.

Regular reviews with all relevant professionals involved will be held in order to reassess the placement.

Strong links exist between hospital, home education and mainstream schools and regular liaison takes place. Every effort is made to provide continuity for students so that when they return to their usual school, they are up to date with work completed by their peers.

Co-operation between education, medical and administrative staff within the hospital is key to establishing an atmosphere conducive to effective learning.

In cases of recurrent admission, it is particularly important that information is effectively shared between hospital schoolroom staff and, where appropriate home teacher and mainstream school, the young person and their parents.

The LA links with other local authorities in the recoupment of the cost of providing education for young people under the age of 16 whilst in hospital.

Pupils who are in-patient at Wolverhampton's New Cross Hospital receive education for up to 25 hours a week (as appropriate to their needs) either in the school room or on the ward at bedside.

Staff who are timetabled to the hospital, are informed of new admissions by accessing ward admission information on a daily basis or by the medical staff.

Teaching starts from day one but priority is given to pupils who are long stay (three days plus) or those who have recurrent admissions.

Pupils are registered daily. The hospital teachers keep a rolling record of these short stay pupils.

Similar local arrangements are in place for students at Walsall Manor Hospital and for Russells Hall Hospital.

Wolverhampton's Nightingale Centre (Orchard Centre)

All students at Wolverhampton's Orchard Centre have an initial trial period of four weeks. During this time a more detailed assessment of needs is undertaken and their placement may be modified during or at the end of this time at a formal review. It may also be decided to extend the trial period further if deemed necessary.

The Orchard Centre uses its own assessments to supplement information received on referral. Once baselines have been established, students are given access to the National Curriculum. Arrangements are made for Key Stage 4 students to undertake national tests and public examinations, with programmes linked to alternative accreditation where appropriate, and access to the Connexions Service.

Specialist teachers provide a range of curricular expertise as well as specialist knowledge about the needs of students whose education has suffered interruption.

Students attending The Orchard Centre are expected to remain dual registered with the home school. Costs are recouped in retrospect from each school on a termly basis. Good communication is essential to the smooth transition of the student back to the home school. Where relevant, regular multi-agency reviews are held. Termly reviews with the referring school are calendared and individual progress reports are forwarded to all stakeholders. Further details are available from The Orchard Centre (01902) 551058.

Similar local arrangements are in place for students at Walsall's New Leaf Centre and for Sandwell's Albright Education Centre.

Walsall's Shepwell School

Shepwell aims to build a personalised offer of learning and support around all pupils. Before pupils begin a full-time education at the School, there is a comprehensive induction programme which includes a number of assessments. This helps to build up a clear picture of a pupils needs and allows teachers to plan accordingly.

Pupil progress is reviewed every six weeks by the Headteacher, pupil, parent/carer, and mainstream school and partner agencies (if applicable). They can also offer any specific additional support such as mentoring, literacy or therapeutic services. Every six weeks the pupils review their personal target with subject staff and set a new 'Go for It' target in every subject.

Pupils wellbeing is also assessed every six weeks and intervention strategies identified if appropriate. Parents receive a full written progress report every six weeks.

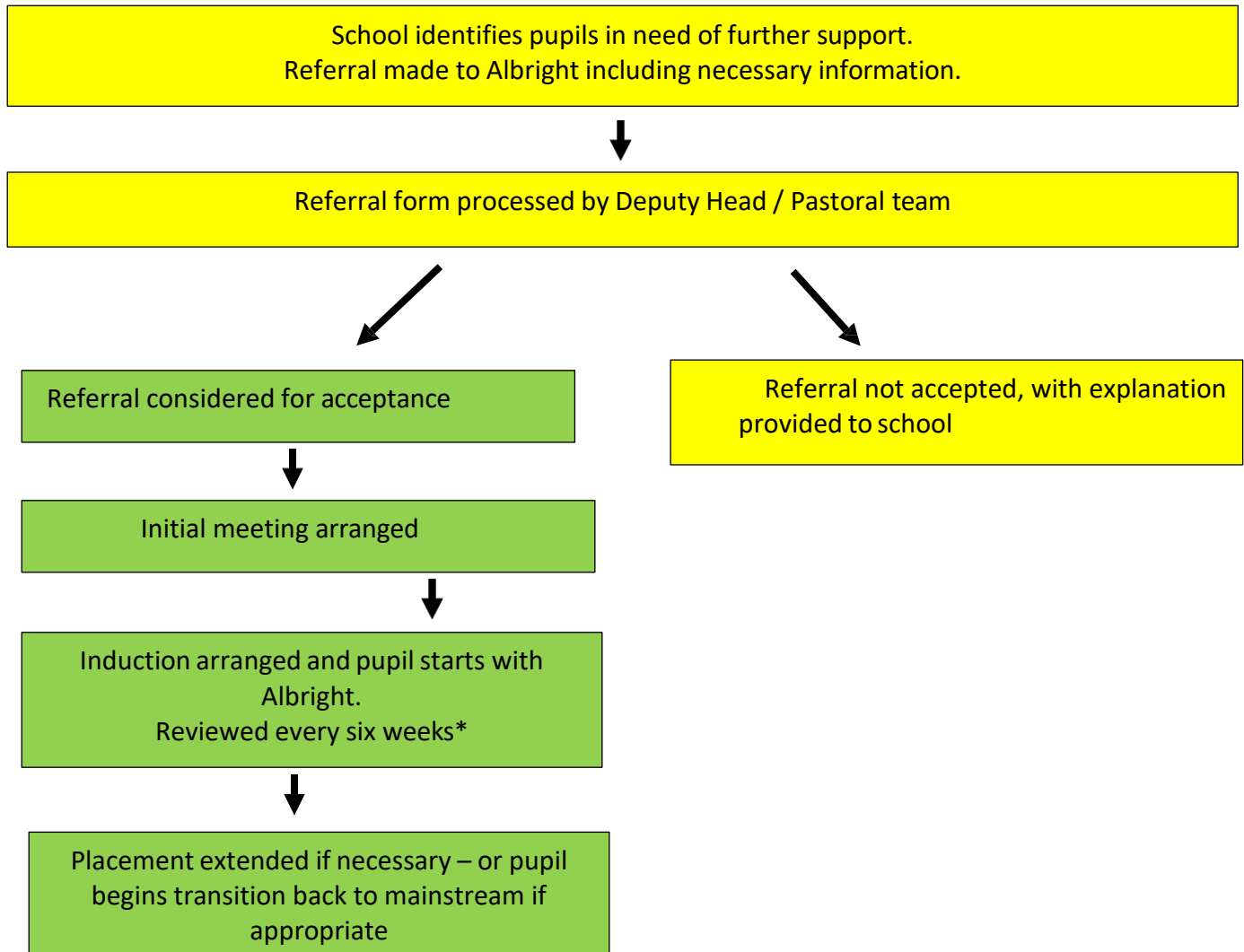
Formal Referral Process

- Conversation with Headteacher or Walsall SEN team
- Referral form completed by mainstream school (not parents)
- Referral form for pupils with medical or mental health needs to be submitted to the school.
- Referral for children with autism and an EHCP to Walsall SEN team
- Pupil and parents invited to meet with Headteacher.
- Headteacher will review referral and arrange a meeting with mainstream school (if required)
- Pupil invited to attend 2 or 3 half day induction sessions 13:00 – 14:45.
- When all data is received and Service Level Agreement returned the placement will commence for a full time two week period. Part time place will be offered in exceptional circumstances only (with suitable medical evidence – not GP letter).
- Two week review to discuss next steps.
- If the probation period is successful the placement will be reviewed every 6 weeks or at the EHCP annual review.
- After a period of time the pupil will be reintegrated back into mainstream school if appropriate

Sandwell's Albright Education Centre Admissions Process

Pupils can be referred to Albright Education Centre in a variety of ways

1. Via direct referral from mainstream schools (see flowchart)
2. Via Local Authority Alternative Provision Panel or Local Authority Fair Access Panel
3. Via Local Authority SEN Panel



***Please note that if pupils repeatedly fail to engage in the process they may be referred back to the school**

Points for consideration when prioritising admission for pupils who reside in Sandwell where Albright has been identified as a potential short term placement

1. LAC
2. EHCP
3. Consultant / CAMHS supporting evidence

4. Involvement of Sandwell Children's Trust
5. Discharge from Tier 4 admission / hospital
6. Out of borough paid for provision
7. Pupils need (including SEN and / or attendance figures)

Reintegration

When reintegration is anticipated, staff within the Trust 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

Monitoring arrangements

This policy will be reviewed annually by the Trust's Executive Leadership Team. At every review, it will be approved by the Trust Board.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions