



# Education provision for children unable to attend school due to health needs policy

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Policy Adopted By:	Bramingham Primary School Full Governing Body		
Policy Sign off by (Print Name)	Chair of Governors P Turner	Signature:	
Date:	15/01/26		
Review date:	January 2027  Any updates to this policy will be shared with the full governing board.		

## Introduction

This policy sets out how Bramingham Primary will fulfil its statutory duty to pupils unable to attend school because of their health needs. We will work in partnership with pupils, parents/carers, medical services and any other professionals involved in the pupil's care, to enable children with medical needs, who are unable to attend school, to receive an education in a hospital setting or at home.

This applies to pupils who are unable to attend school for reasons of illness, injury or mental health needs, where a medical practitioner considers that the child should not or cannot attend school. Medical needs may include progressive conditions or terminal or chronic illness.

Pupils unable to attend school because of a health need should be able to access suitable and flexible education appropriate to their needs. The nature of the provision must be responsive to the demands of what may be a changing health status.

## Statutory duties of schools to support pupils with medical conditions

Most children's educational needs are best met in school and Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, to support pupils at their school with medical conditions.

The responsibilities under this duty are set out in statutory guidance issued by the Department for Education (DfE) [Supporting pupils at school with medical conditions \(December 2015\)](#), [Arranging education for children who cannot attend school because of health needs \(December 2023\)](#).

The statutory guidance aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so they can play a full and active role in school life, remain healthy and achieve their academic potential.

For pupils with anxiety and emerging mental health needs, we should refer to the following DfE guidance with regards to responsibilities and best practice:

- [Summary of responsibilities where a mental health issue is affecting attendance \(February 2023\)](#)
- [Support for pupils where a mental health issue is affecting attendance effective practice examples \(February 2023\)](#)

This guidance applies to pupils displaying any social, emotional or mental health issue that is affecting their attendance. It is not only for pupils who have a diagnosed disorder, or a disability or special educational need. We can offer a range of support and reasonable adjustments for children within settings.

For children with special educational needs, the guidance should be read in conjunction with the DfE [Special Educational Needs and Disability \(SEND\) Code of Practice: 0-25 years \(2015\)](#)

School leaders will consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Children who are unable to attend school for health reasons may attend any of the following:

- Hospital school: a school within a hospital setting where education is provided to give continuity whilst a child is receiving medical treatment
- Home tuition: a tuition service that is arranged by the school via a referral to the local authority's Inclusion Alternative Provision team.

## **School role**

Where possible, the child's health needs should be managed by the school so that the pupil can continue to be educated at Bramingham Primary with support, and without the need for the intervention of the local authority.

Where a pupil is absent from school for medical reasons for a period of less than 15 days, but is well enough to engage in educational tasks, the school will provide educational tasks and resources to use at home. The pupil may access remote learning via Teams. The school will give consideration to which aspects of the curriculum are prioritized.

However, as soon as it is clear that we can no longer support the child's health needs and provide suitable education, the Special Educational Needs Co-ordinator (SENCo) will speak to the local authority about putting alternative provision in place. It is the duty of the Local Authority to arrange suitable full-time education (or as much as the pupil's health conditions allows) for pupils of compulsory school age.

When it is clear that a pupil is unable to attend school for 15 school days or more (whether consecutive or cumulative) due to their health needs, the Special Educational Needs Co-ordinator (SENCo) will complete the Medical Tuition Referral Form (Appendix 1) to request tuition. This form will be submitted electronically along with the Medical Evidence Form (Appendix 2) to the local authority's Inclusion And Provision Team by emailing: [IAPTeam@luton.gov.uk](mailto:IAPTeam@luton.gov.uk).

We will include, as part of the referral, information about our graduated response to supporting the pupil, this should include any reasonable adjustments made.

We will ensure the referral has been discussed with parents/carers and they have been made aware of the expectations of them. The pupil should also be involved in decisions from the start, with the ways in which they are engaged reflecting their age and maturity. This will help ensure that the right provision is offered and encourage the child's commitment and engagement.

## **Making a medical tuition referral**

Medical evidence should be provided by a CAMHS clinician (if a pupil has mental health difficulties) or a specialist consultant (for pupils with other health needs) and contain sufficient detail for the request for medical tuition to be assessed. The local authority may consider accepting evidence from a GP where that evidence and support includes a referral to specialist services.

If there is insufficient medical evidence to support a referral, the application for support may be declined.

We will include with the referral form a copy of the pupil's attendance overview for the year to date. If a referral is being made early in the academic year, we will include attendance information from the previous academic year.

Once a referral has been accepted, we will organise a professionals' meeting. At the meeting school staff will:

- demonstrate all reasonable adjustments have been put in place
- seek and share the views and wishes of the pupil and parent/ carer
- have sought and followed advice from relevant professionals
- contribute to planning education provision and support
- provide up to date assessment information to enable tutors to support the pupil effectively
- show how the pupil will be supported to feel part of their school community
- detail how school staff will maintain contact with the pupil/family
- outline plans for reintegration at the earliest opportunity (to be reviewed every six weeks)

## **On-going support – we will**

- organise and lead six weekly review meetings, inviting the Medical Education Co-ordinator, parents/carers and any relevant professional supporting the pupil to ensure best possible outcomes are achieved
- work with all relevant parties to help ensure, as far as possible, pupils are not educationally disadvantaged due to health needs
- take notes from the meeting (including action points) and to distribute to participants
- as part of the six-weekly review, provide an update on re-integration plans and progress
- maintain regular contact with the pupil/family to ensure that whilst unable to attend school the pupil remains part of the school community
- liaise with parents to ensure pupils are engaging with their healthcare package.
- where pupils are due to access exams such as KS2 SATS, we will ensure that access arrangements are in place
- work with the education provider, IAP Team, CAMHS and relevant professionals to support the pupil's reintegration (at the earliest opportunity)
- work with families to ensure that up-to-date medical evidence is available to ensure support continues to be appropriate
- monitor the pupil's attendance and ensure the register is coded correctly to reflect the educational provision in place to meet the pupil's needs

Following an extended period of absence from school, we will make the necessary adaptations to support the transition back to school. This can include:

- A personalised timetable to reflect the pupil's health needs with a reintegration plan
- Designated times and areas to rest
- A risk assessment if necessary

## **Parent/carer role**

Parents/carers are expected to have sought advice from a qualified medical practitioner or, for children with mental health difficulties, have sought a referral to the Child and Adolescent Mental Health Service (CAMHS) either directly, via their GP, or via the school.

It is important that parents work in partnership with the school, providing information to enable the school to make reasonable adjustments and compile a care plan (where appropriate).

- Parents/ carers are to keep the school informed and updated about the pupil's health needs
- Parent/ carers will need to liaise with school, medical and any other professionals to ensure a suitable education is provided in line with the pupil's health needs
- A parent/carer or responsible adult must be present in the home when tuition is delivered face to face or online
- Provide a suitable area for the pupil and tutor to work, as distraction free as possible.
- Where tuition is delivered in the community e.g at a library, a decision about whether a responsible adult needs to remain on site will be made on a case-by-case basis following a risk assessment
- In line with our Attendance Policy, holidays must not be taken during term time. Any requests for absence should be made to the school following normal procedures

- Parents and pupil (where appropriate) should attend six weekly review meetings
- Attendance at tutoring sessions is monitored. Regular cancellation, non-attendance or lateness to sessions may lead to tuition being reduced or stopped. Parents will be made aware of concerns related to this before any changes take place
- Parents to support their child with any homework set
- For pupils to be supported by the IAP Team, families must engage with professionals supporting them e.g non-engagement, non-attendance at appointments etc may lead to the IAPT support being withdrawn
- Where pupils are suffering from a long-term illness the IAP Team will require up to date medical information to ensure that appropriate support is put in place
- Once tuition has been arranged, changes can only be made by the IAP Team. Any requests for a permanent change in day or time must be made directly to the IAP Team or through the school (not through the tuition provider). Consideration will be given to reasonable requests, however they may not always be agreed
- Where pupils are attending regular medical appointments we would expect these to be arranged to avoid tutoring sessions. If a tutoring session must be cancelled due to a hospital appointment or other important appointment that cannot be re-scheduled, parents are encouraged to provide ten school days' notice where possible.

### **Statutory duties of the Local Authority to support pupils with health needs**

Luton Council are committed to ensuring that any pupil who is unable to attend school due to health needs will receive good quality education provision. This could include group tuition, one to one tuition or an alternative provision. Where appropriate and to aid reintegration, opportunities will be sought for pupils to spend some time studying on the school site, in an appropriate environment (e.g. in the library).

Where a referral has been agreed, the IAP Team will:

- work in partnership with the school, family, medical professionals and pupil to determine the most appropriate support
- where appropriate and depending on the age and ability of the child, seek their views to encourage commitment and engagement

The responsibilities and duties of LAs are set out in statutory guidance issued by the DfE in December 2023 : [Arranging education for children who cannot attend school because of health needs](#)

The LA's Inclusion and Alternative Provision Team (IAPT) oversees education provision for children unable to attend school for health reasons.

### **Pupils with an Education, Health and Care Plan (EHCP)**

Where a pupil with an EHCP is presenting with health needs that prevent them from attending school, an urgent review of the pupil's provision will be arranged. This will be attended by the SENCO (Special Educational Needs Coordinator) and anyone else from the school who works closely with the child, the parent/ carer, the Special Educational Needs and Disabilities Assessment Team (SENDAT) Officer, the Local Authority Medical Education Co-ordinator and other relevant education, health and social care professionals. At the review, the most appropriate provision will be planned to meet the pupil's needs.

## **Pupils in hospital**

With planned hospital admissions, all parties should work together to give those who will be teaching the child as much forewarning as possible, including letting them know of the likely admission date and expected length of stay.

Education provision will be available during term time for Luton resident pupils admitted to the children's wards of the Luton and Dunstable Hospital. We will liaise with the hospital to inform them of the curriculum being covered at school during the pupil's absence. We aim to ensure maximum continuity of education. For pupils admitted into the tier 4 ward, education is provided by the hospital school. When pupils are being considered for discharge, the IAP Team will work with the hospital, family and other professionals to support transition back into education outside of hospital.

Where pupils are accessing educational provision at a hospital other than the Luton and Dunstable Hospital, we will liaise with hospital school staff and ensure they are invited to review.

Where a pupil has planned admission or recurrent admissions to hospital, we will aim to provide a pack of work for the pupil if this is appropriate.

## **Funding**

Alternative provision for children with medical needs is funded from local authorities' high needs budget.

Under statutory guidance, the local authority can request a portion of the school's funding associated with the pupil be transferred to the local authority for the duration of the medical needs tuition.

Where a school is in receipt of additional funding for a pupil through an EHCP, the local authority may consider re-allocating this funding to support the pupil's medical needs provision dependent on the length of the time the pupil is out of school. These decisions will be discussed with the school.

The eligibility for medical tuition/education will be kept under constant review. The pupil will be offered support to reintegrate back to school when their entitlement to medical tuition ceases.

## **Contact details**

The Medical Education Co-ordinator can be contacted by telephoning 01582 548385 or by email: [IAPTeam@luton.gov.uk](mailto:IAPTeam@luton.gov.uk)

This policy operates in conjunction with the following policies:

Attendance Policy

Safeguarding Policy

Data Protection Policy

SEND Policy

Supporting Pupils With Medical Conditions Policy

# Appendix 1 - Medical Tuition Referral Form September 2024

Copies of the form can be requested from: [IAPTeam@luton.gov.uk](mailto:IAPTeam@luton.gov.uk)

## Luton

### Medical Tuition Referral Form

All the following criteria must be met for a referral to be considered :

- Absent or expected to be absent from school for at least 15 school days (cumulative or consecutive)
- The pupil must live within the Luton Council boundary
- The pupil must be of compulsory school age

*Details about the person making the referral for tuition.*

Name of person making referral		Title / designation	
Name of main school contact (if different from above)			
Contact address (include postcode)			
Telephone number(s)			
Email			

*Pupil details:*

Name of pupil		Gender	
Date of Birth		Year group	
ULN		UPN	
School attended			
School address			
Date of Admission			

Direct telephone/email			
Name of parent(s)/carer (s)			
Home address (including postcode)			
Parent/carers telephone and email contact (please supply both)			
Ethnicity		Religion	
<i>Further information.</i>			
Medical condition (where both physical and mental health needs are included please indicate primary need)			
How is the health difficulty impacting on the child's ability to attend school?			
What interventions/support has been in place prior to this referral to maintain school attendance?			
Last date of attendance at school (Please include attendance overview with the referral)			
Approximate/expected date of return to full school attendance? (where not known please give an expected date for the first face to face contact on school site)			
Details of any SEND (including code N, K or E)			
Is this pupil a looked after child? If yes, please provide local authority contact details			
Is the pupil considered EAL?	Yes/No		

If yes, please give level of proficiency			
Does the pupil receive free school meals?	Yes/No	Pupil premium	Yes/No
Subject		Current attainment level and end of Key Stage target	
English			
Maths			
Science			
Reading age (years/months)			
CAT scores			
Other information			
Does the pupil have any involvement with CAMHS	Yes/No		
Does the pupil have any involvement with the Autism Team	Yes/No		
Does the pupil have any involvement with the school's family worker?	Yes/No		
Does the pupil have any involvement with social services?	Yes/No		
Does the pupil have any involvement with the school's SENCO?	Yes/No		
Does the pupil have any involvement with the school's youth worker?	Yes/No		
Please provide details of any other agencies/professionals involved			

Any behaviour issues that will impact on engagement	
Does the pupil have a registered disability? If yes, please provide details	
Are there any safeguarding concerns? If yes, please provide details as appropriate	

### School Agreement

I confirm that..

1. All obligations set out in the DfE Statutory Guidance (Supporting pupils at school with medical conditions) have been met.
2. Parental consent for medical tuition has been obtained
3. We will meet with the pupil, parents/carers and the local authority to create a tuition plan.
4. We will provide requested curriculum material and work plans
5. We will organise and lead review meetings every six weeks.
6. We will provide the Inclusion and AP Team with 10 school days' notice of any required changes to tuition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Signature of Head Teacher (Primary phase) /Year Lead (Secondary phase)

..... Date .....

Please send this referral form with medical evidence to: [IAPTeam@luton.gov.uk](mailto:IAPTeam@luton.gov.uk)

## Appendix 2 - Medical Evidence Form September 2024

### Medical Evidence Form

This form should be completed by the lead medical professional supporting the child (consultant/child psychologist/child psychiatrist/GP). Referrals from GPs may be accepted to avoid delays in putting tuition in place. However, evidence from GPs should state that a referral has been made to relevant specialist services.

Pupil Name and date of birth		
Name of medical professional		
Title/role		
Hospital/organisation		
Email address and phone number		
Medical condition/diagnosis and treatment plan		
Date of last consultation/assessment		
Is the pupil fit to attend full time education at school?	YES/NO If no, please provide further information	
Is the pupil fit enough to attend part time education at school?	YES/NO If no, please provide further information	
Is the pupil well enough to receive tuition within the community (e.g at a library)?	YES/NO If no, please provide reasons	
Is the pupil well enough to attend our core offer of 2 hours tuition in each of maths, science and English?	YES/No If no, please comment on an appropriate amount of tuition	
Does the pupil require tuition to be on-line for medical reasons (e.g compromised immune system)?	YES/NO If yes, please provide details.	
Expected date for return to school		
Signature:	Date:	