



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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This document is part of the group which include	Safeguarding, Behaviour for Learning, Anti-Bullying, Acceptable Use, E-Safety, Suspensions, Drugs' Education, Use of Images, Student Illness, Accident & First Aid, Use of Force, Recruitment, Single Equality Scheme, Searching Screening & Confiscation, Transgender and Health & Safety Policies  Also part of the group which include Sex Education, Literacy and Learning Policies
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## **Students not attending school due to medical needs**

### **1. Introduction**

- 1.1. Most pupils at some time have a medical condition, which may prevent them from attending school. For the majority this will be short term. For pupils who have long-term or recurrent illness, access to school may be limited. The Department for Education (DfE) has produced statutory guidance 'Access to Education for Children and Young People with Medical Needs' with regard to pupils who may be absent for more than 15 school days because of medical need. This policy statement has been written to comply with such guidance.
- 1.2. At the County High School, Leftwich we seek to engage all students in our delivery of a high quality education. We work closely with parents and carers, the Local Authority (LA), health professionals and other applicable agencies to ensure that all students have access to appropriate educational provision, whether they are able to attend school or have a medical need which prevents them from doing so.
- 1.3. Taking cognisance of the objectives set out in the document 'Every Child Matters' and the importance of providing support for those objectives to be achieved when students are unable to attend school as a result of a medical need, the County High School, Leftwich understands its role and that of parents/carers and students to secure personalised and appropriate support and provision. See appendix 1.
- 1.4. Children and young people who are unable to attend school as a result of a medical need includes those with:
  - 1.4.1. Physical health issues
  - 1.4.2. Physical injuries
  - 1.4.3. Mental health problems, including anxiety issues leading to school refusal
  - 1.4.4. Emotional difficulties
  - 1.4.5. Progressive conditions
  - 1.4.6. Terminal illness
  - 1.4.7. Chronic illnesses

### **2. Management Responsibility**

- 2.1. Designated members of the Senior Leadership team take responsibility for students unable to attend school due to medical needs. Providing a link between the school, family and the LA and other agencies, members of our Senior Leadership Team work in conjunction with Year Leaders to ensure that the school's approach to support is personalised, monitored and impactful.

### **3. Continuing Provision for pupils with Medical Needs**

- 3.1. Attendance processes at The County High School, Leftwich are robust. Year Leaders work in collaboration with members of the Senior Leadership Team to ensure any student whose absence is of concern has appropriate intervention. When we become aware that a student will be absent for more than 15 school days because of their medical need, the Assistant Headteacher SEND Lead (SENDCo) will notify the LA's Education Access Team to assist in the continuity of educational provision.

- 3.2. The Assistant Headteacher SEND Lead (SENDCo) contacts parents/carers to discuss the needs of the child and seek to agree a short term education plan, confirming the proposed outcomes with other members of the Senior Leadership Team. Information is shared regarding the student's ability, progress and curriculum. In cases of long-term or recurrent absence the Assistant Headteacher SEND Lead (SENDCo) will participate in the development of a Student Support Pathway Plan Personal Education Plan for the student. This will be written in conjunction with the LA, healthcare professionals, the parents/carers and the student.

#### **4. Monitoring and Recording of Absence**

- 4.1. All pupils who are unable to attend school for more than 15 school days due to medical needs will be regularly monitored and reviewed by the Year Leader and Assistant Headteacher SEND Lead (SENDCo). Ongoing medical advice will be taken into account at all times.
- 4.2. Absence will be recorded on the register as illness (I) or medical (M) when appropriate medical advice/evidence has been received. When a student commences education with an Alternative Education Provider the absence will be recorded as educated off site (eg code B). This is in accordance with the LA attendance policy.
- 4.3. Students absent for medical reasons will not be removed from the school roll unless advice is received from the School Medical Officer. Parents/carers will be fully consulted and their consent sought if their child is to be removed from the school roll in these circumstances.

#### **5. Pupils with Long-Term or Recurring Absence**

- 5.1. Some pupils will be away from school long-term or with recurrent bouts of illness. In these cases the Assistant Headteacher SEND Lead (SENDCo) will liaise with the LA to ensure that Alternative Education Provision is put in place as soon as possible. The school will have responsibility for ensuring that the education provider has all information regarding curriculum plans. It is acknowledged that continuity of education is important for these students, where possible. For students whose learning progress is being severely affected by long-term absence consideration will be given as to whether Statutory Assessment of Special Educational Needs should commence.
- 5.2. Students with an Education Health & Care Plan (EHCP) may be able to access Alternative Educational Provision through the LA – sometimes with assistance from specialist teaching services. The Assistant Headteacher SEND Lead (SENDCo) will notify the Assessment and Placement Service if a student with an EHCP is going to be absent from school through medical need. The school will retain responsibility for co-ordinating the Annual Review meetings and for inviting the appropriate people to such reviews.

#### **6. Reintegration**

- 6.1. For students who have been absent from school it may be necessary to have a staged reintegration plan. The Assistant Headteacher SEND Lead (SENDCo), in collaboration with the Year Leader and members of the Senior Leadership Team will co-ordinate the initial meeting to instigate a plan, together with the LA, parent/carer, student and any health professionals who may need to be involved. The reintegration will be monitored and reviewed regularly with all parties to ensure success.

## **7. Contact between School/Student**

- 7.1. The County High School, Leftwich is committed to ensuring that, even if a student is absent for medical reasons they should retain contact with the school. After consultation with the student, and taking into account their wishes in relation to the level of contact, the Assistant Headteacher SEND Lead (SENDCo) will put a plan into place to ensure contact is maintained, typically by an Education Support Worker assigned to the specific year group.

## **8. Public Examinations**

- 8.1. Wherever possible students will be entered for public examinations. The County High School, Leftwich will endeavour to work with other education providers to ensure that sufficient educational input is made to enable each student to reach their full potential. In some cases the school may make special arrangements with Awarding Bodies for students who are unable to attend school because of their medical need. As the time for public examination nears, students and parents/carers will be fully consulted by the SENDCo so that their wishes may be taken into consideration.

## **9. Date of Review**

- 9.1. This policy will be reviewed every three years at the same time as the Policy for Special Educational Needs or earlier if there is a change in legislation or guidance from the DfE.

## *Appendix 1*

### **10. The School's role is to:**

- 10.1. host and chair regular review meetings (normally every 6 weeks); produce action plans and distribute notes of these meetings;
- 10.2. provide materials for an appropriate programme of work and work plans;
- 10.3. maintain a plan, which records progress made towards a return to school;
- 10.4. ensure all staff are kept informed;
- 10.5. ensure appropriate arrangements, including entry and invigilation are made for all examinations;
- 10.6. provide the student's academic attainment levels including any relevant examination requirements;
- 10.7. make arrangements for public exams;
- 10.8. facilitate career interviews;
- 10.9. arrange work experience guidance;
- 10.10. provide a named teacher with whom each party can liaise (usually the SENDCo);
- 10.11. provide an accessible working area within the School, where necessary;
- 10.12. be active in the monitoring of progress and the reintegration into school, using key staff to facilitate the reintegration into school;
- 10.13. ensure that students who are unable to attend school, are kept informed about school social events, are able to participate, for example, in enrichment activities, study support and other activities;
- 10.14. encourage and facilitate liaison with peers, for example, through visits and videos.

### **11. The student's role is to:**

- 11.1. engage with the provider;
- 11.2. be prepared to communicate their views;
- 11.3. engage with other agencies as appropriate;
- 11.4. prepare for reintegration as soon as possible.

### **12. The parents'/carers' role is to:**

- 12.1. commit to a plan of reintegration;
- 12.2. be willing to work together with all concerned;
- 12.3. provide early communication if a problem arises or help is needed;
- 12.4. attend necessary meetings;
- 12.5. reinforce with their child, the value of a return to school.

### **13. The provider's role is to:**

- 13.1. liaise with the named person in school;
- 13.2. liaise, where appropriate, with outside agencies;
- 13.3. Be sensitive to the needs of the child and family;
- 13.4. provide a flexible teaching programme;
- 13.5. provide regular reports on the student's progress and achievements;
- 13.6. provide an opportunity for the student to comment on their report;
- 13.7. ensure appropriate work and any other relevant material is returned to school;
- 13.8. work with the school's attendance link to ensure good attendance whilst with the provider;
- 13.9. attend review meetings;
- 13.10. help set up an appropriate reintegration programme at the earliest opportunity as soon as the student is ready to return to school.

**14. Health Service's role is to:**

- 14.1. offer medical treatment and advice where appropriate.
  
- 14.2. Other involved agencies, for example Social Services, Child and Adolescent Mental Health Service's role is to:
  - 14.3. work, with others, for the benefit of the student;
  - 14.4. attend review meetings if possible;
  - 14.5. provide written reports where necessary;
  - 14.6. give appropriate advice and support.