The Key

Model policy

› Make this policy your own!

1. Insert your school name and logo where indicated on the next page

2. Read through the document and make changes as instructed in [...] or yellow highlight. Delete the instructions as you go. **Note:** you don't need to edit the contents list directly (see step 4)

3. When you have finalised your document, make a note of step 4 below and then delete this cover page. (Right-click on the blue border above this text and select 'Cut')

4. Refresh the contents list so that the page numbers are correct. (Right-click anywhere on the contents list, click on 'Update field', then select 'Update entire table' and 'OK')

5. Save the document as normal

› Important:

All our policies take account of relevant requirements and good practice but are designed for you to adapt to suit your context.

Academies, including free schools: please ensure, where applicable, that your adapted policy meets any relevant conditions in your funding agreement/articles of association, as these can vary.

To keep things simple we use the term **'school'*** as standard to mean the educational establishment that is adopting this policy.

Similarly, we use **'governing board'** and **'governor'*** to mean the accountable body for the school and the representatives on that body.

You are welcome to change these references to suit your context. In all cases you should ensure that roles and responsibilities meet requirements.

*Except in policies that apply only to academies, for example, or when explaining requirements for specific school types

Approved by **forbessolicitors.**

Complete policy support from The Key:

- ✓ Model policies
- ✓ Policy checklists
- ✓ Real-life examples from schools, LAs, MATs and others
- ✓ Expert guidance on writing and reviewing your policies

School leaders: thekeysupport.com/sl-policybank
Governors: thekeysupport.com/gov-policybank

Compliance Tracker
from The Key

Manage your policies with ease at thekeysupport.com/compliance

Compliance Tracker also covers requirements in safeguarding, data protection, school websites and more – taking the strain out of keeping your school compliant.

Children with health needs who cannot attend school policy

[Insert school name]

Approved by:	[Name]	Date: [Date]
Last reviewed on:	[Date]	
Next review due by:	[Date]	

Contents

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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. If you have a link to this guidance, insert it here.

Academies, including free schools, check and insert, if applicable: This policy complies with our funding agreement and articles of association.

3. The responsibilities of the school

Check your local authority's guidance on providing education to children with additional health needs, to see what responsibilities it places on you in this circumstance.

Adapt the sections below as needed. You'll also need to edit the text in section 3.2 if your responsibilities deviate from what we've set out, which is general good practice derived from DfE guidance.

3.1 If the school makes arrangements

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

You may want to add more details on areas such as:

> Who in your school will be responsible for making and monitoring these arrangements

> What sort of arrangements could be made (e.g. sending work home, hospital schools)

> How you'll consult parents and children about these arrangements

> How you'll reintegrate pupils back into school

3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, [name of your local authority] will become responsible for arranging suitable education for these children.

You may want to add more details about how and when your local authority would take over responsibility, such as:

> How it would be decided if arrangements are 'suitable'

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

❯ Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil

❯ Share information with the local authority and relevant health services as required

❯ Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully

❯ When reintegration is anticipated, 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

4. Monitoring arrangements

This policy will be reviewed annually by [name/job title of individual]. At every review, it will be approved by the full governing board.

(The DfE advises that you review this policy annually, in its list of statutory policies.)

5. Links to other policies

This policy links to the following policies:

❯ Accessibility plan

❯ Supporting pupils with medical conditions

❯ Add any other relevant policies you have