The Park Federation Academy Trust
James Elliman Academy

Children with Health Needs who cannot Attend School Policy

2026-2027

Approval

Signed by Principal	Tajinder Johal
Date of approval	September 2026
Date of review	September 2027

Version History

Version	Date	Status and Purpose	Changes overview
1	01/09/2021	Final	Policy created
2	22/08/2023	Update	Updated key contacts
3	07/08/2024	Update	Updated key contacts, updated links to DfE Guidance and updated linked policy list
4	28/08/2025	Update	Updated staff details Updated section 3 – Responsibilities of the school to clearly show referral process and expectations from the school and LA.
5	03.09.2026	Update	Updated using current statutory guidance

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Contents

Contents
1. Aims 4
2. Legislation and guidance 4
3. The responsibilities of the school 4
4. Monitoring arrangements 8
5. Links to other policies 8

Children with Health Needs who Cannot Attend School Policy

KEY CONTACTS

DESIGNATED SAFEGUARDING LEAD

Mrs Rebecca Pinkney

DEPUTY DESIGNATED SAFEGUARDING LEADS

Miss Vanda Devshi

Mrs Jasvir Chander

Mrs Tajinder Johal

SENCO

Mrs Harjinder Mann

SENIOR WELFARE OFFICER

Mrs Fahmida Raquib Khan

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Ms Kirendeep Soor

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CHILD AND FAMILY SUPPORT OFFICER

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SLOUGH BOROUGH COUNCIL ATTENDANCE OFFICERS

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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
- Pupils with health needs suffer minimal disruption to their education, academic progress, and social integration.
- Reintegration back into full-time education is carefully planned, child-centred, and supported by robust risk assessments and health care plans.

2. Legislation and guidance

This policy reflects the requirements of:

Education Act 1996

The Education (Pupil Registration) (England) Regulations 2006

Alternative Provision

Arranging education for children who cannot attend school because of health needs

This policy complies with our funding agreement and articles of association.

3. The responsibilities of the school

In special circumstances, the school may apply for hospital school (please see below).

In extreme circumstances, an alternative provision may need to be requested (e.g. special school).

If the health needs are prolonged or permanent and the student requires additional support upon their return to school, SENCO will apply for an Educational, health and Care Plan.

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.

- The people who are responsible for making and monitoring these arrangements are Rebecca Pinkney – Vice Principal for Inclusion and Safeguarding and Harjinder Mann - SENDCo
- Work will be provided for school every day and progress will be monitored regularly by the class teacher. Work can be provided remotely via the Google Classroom, or if families do not have access to the internet or technical devices, a paper pack which is created and shared weekly. It is the parent/carers responsibility to collect and return paper work-packs.
- Once the school has been notified that a child cannot attend school due to a medical condition the designated person in school will conduct a keeping in touch call to the family to consult on the arrangements that will be put in place. The class teacher will then be informed and will begin to prepare work to go home.
- Keeping in touch calls will be made weekly to the family where a member of staff (SENDCO, class teacher, DSL) will speak with the parent/carer, and the child, to see how effective the remote learning provision is. They will provide support and guidance with any difficulties, non-attendance to tasks or delays with work being returned.
- The school understand the importance of social interaction with their peers. For children who have to be at home for a prolonged period of time we will endeavor to keep connections with the child and their class via updates, letters, cards and virtual links where possible.
- Any member of staff who speaks with the family or child fully understands their commitment to safeguarding and knows to report any safeguarding concerns directly to the Designated Safeguarding Lead – Rebecca Pinkney, immediately. This is completed via CPOMs, or a paper referral if CPOMs is not accessible. For more information on child protection and safeguarding practice and procedures please read our child protection and safeguarding policy.
- The DSL will arrange a home visit if there are safeguarding concerns and will consult with Slough Children's Services if they feel any child is at risk of harm.
- If the child is absent from the school setting then any school reports or provision maps for SEND support will be emailed or posted to the home address.
- The school will provide guidance and support to parents and carers regarding the remote learning or work packs sent home for children to complete. Parents and carers are encourage to telephone the school office to request a telephone meeting with the class teacher if they require any support.
- The school is responsible for carrying out any risk assessments that may be necessary before the student joins/returns to school. This will be done in line with the school risk assessment policy and in conjunction with the Senior Welfare Officer, the child's health care professional, the SENDCo and monitored by the Vice Principal for Inclusion and Safeguarding.

3.2 If the local authority makes arrangements

Referral Process for Alternative Provision
When a child is likely to be absent from school for 15 days or more, whether consecutively or cumulatively, the school must refer them to the local authority for alternative provision.

The process for referring a child to the local authority, Slough Borough Council (SBC), is initiated by the school. The school is responsible for:

Liaising with stakeholders: The school works with parents/carers, pupils and any relevant outside agencies, such as medical professionals, to determine the exact cause of the absence.

Gathering evidence: The school gathers documentation, including a medical referral and clinical evidence that states the pupil is unable to attend school, with reasons, and details what health support is being offered.

Completing a referral: The school will make contact with Slough Borough Council and follow steps for referral. The school should also inform Slough Borough Council Attendance Team of this absence and referral.

Determining "Suitable" Alternative Provision
The local authority is responsible for arranging "suitable" education for children who cannot attend school for health reasons. The term "suitable" is defined by the Education Act 1996, section 19 (6), and means:

- Full-time education unless the child's physical or mental health prevents it. In such cases, the local authority will arrange part-time education in the child's best interests.

- Education that is efficient and appropriate for the child's age, ability, and aptitude.

- Education that meets any special educational needs the child may have.

The expectation from the school is that the Local Authority will:

- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.
- Provide such education as soon as it is clear that the child will be absent from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education the child receives is of good quality and allows them to take appropriate external tests, prevents them from slipping behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.

- Address the needs of the individual children in arranging provision.
- Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment. The nature of the provision must be responsive to the demands of what may be a changing health status.
- Where appropriate, use electronic media such as 'virtual classrooms', to provide access to a broader curriculum, but this should generally be used to complement face-to-face education, rather than as sole provision.
- Ensure that teachers who provide education for children with health needs receive suitable training and support and are kept aware of curriculum developments. They should also be given suitable information relating to a child's health condition, and the possible effect the condition and/or medication taken has on the child.
- Set up a Personal Education Plan, which should ensure that the school, the Local Authority, hospital school and other provider can work together.
- Ensure effective collaboration between all relevant services (for example, Hospital School, CAMHS, NHS, schools and, where relevant, school nurses) in delivering effective education for children with additional health needs.

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

- Provide to the local authority, at agreed intervals, the full name and address of any pupils of compulsory school age who are not attending school regularly due to their health needs
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the child
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the child and that it is providing suitable education
- Share information with the local authority and relevant health services as required
- When a child has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the child's needs (e.g. through individual support, arranging alternative provision or by them remaining at school, being supported at home and back into school after each absence)
- Where possible, allow the child to take examinations at the same time as their peers, and work with the local authority to support this
- Help make sure 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 child to access the same curriculum and materials that they would have used in school as far as possible, including through digital resources

- Enable the child to stay in touch with school life (e.g. through newsletters, emails, digital learning platforms, social media platforms, invitations to school events or internet links to lessons from their school), and, where appropriate, through educational visits
- Create individually tailored reintegration plans for each child returning to school, which includes extra support to fill any gaps arising from the absence
- Consider whether any reasonable adjustments need to be made

4. Monitoring arrangements

This policy will be reviewed annually by the Vice Principal for Inclusion and Safeguarding, the schools SENDCo and the Senior Welfare Officer. At every review, it will be approved by the academy CEO Dr Martin Young or the Chair of the Academy Council, Ms Elizabeth Herod.

5. Links to other policies

This policy links to the following policies:

- Equality and Accessibility Plan
- Supporting Pupils with Medical Needs Policy
- Child Protection and Safeguarding Policy
- First Aid Policy
- Asthma Policy
- Intimate Care Policy
- SEND Policy
- Attendance Policy