



Children with Additional Health Needs Who Cannot Attend School - Attendance Policy

This policy was approved and adopted by
the Local Academy Board
on 12th March 2026

It will be reviewed in Spring 2027



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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.

Crawley Ridge Infant School aims to ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not in school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

2. LEGISLATION AND GUIDANCE

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education Act 1996](#)
- Equality Act 2010



- Data Protection Act 2018
- DfE (2023) 'Arranging education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following school policies:

- Attendance and Absence Policy
- Child Protection and Safeguarding Policy
- Children Missing from Education Policy
- Pupil Confidentiality Policy
- Data Protection Policy
- Exam Access Arrangements Policy
- Records Management Policy
- Remote Education Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

3. THE RESPONSIBILITIES OF THE SCHOOL

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 Headteacher and SENCo will be responsible for making and monitoring these arrangements. A meeting will be made with parents / carers to discuss arrangements for working from home or hospital. A plan will be drawn up detailing agreed actions from the discussion. The plan will be signed by school and parents / carers. The plan will then be carried out to deliver education to the child.

Arrangements could include sending work home, attending a hospital school or a Teaching Assistant may attend the home to deliver lessons. Work will be prepared by class teachers.

The pupil will be slowly integrated back into school with either alternative arrangements to make it possible such as alternative provision for break or lunch times or the pupil may come back into school on a reduced timetable until their health needs have been met.

3.2 If the Local Authority makes arrangements

If the school cannot make suitable arrangements, the Local Authority (LA) will become responsible for arranging suitable education for these children.

The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging



appropriate provision for the pupil. Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.

- Address the needs of individual pupils in arranging provision.
- Have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

The LA should not:

- Have processes or policies in place that prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.
- Have policies based upon the percentage of time a child is able to attend school rather than whether the child is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

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.

3.3 The Local Academy Board and Headteacher are responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring a suitable member of staff is assigned responsibility for the education of pupils with additional health needs to be a point of contact for the LA and parents.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

3.4 The SENCo is responsible for:

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.

The Inclusion Officer will provide a link between pupils and their parents, and the LA.

3.5 Teachers and Support Staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and



lawful sharing of the individual pupil's health needs.

- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency. Keeping parents informed of how their child's health needs are affecting them whilst in the school.

4. ABSENCES

- Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs (SENCO - Lisa Culligan) will notify the LA, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.
- For planned hospital admissions, the appointed named member of staff will liaise with the LA and the hospital education provider as early as possible to discuss the likely admission date and expected length. Plans will be made, where possible, for the educational programme to be followed while the pupil is in hospital. The LA will set up a personal education plan (PEP) for the pupil which will allow the school, the LA and the provider of the pupil's education together.
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.
- The school will only remove a pupil who is unable to attend school because of additional health needs from the school roll where: The pupil has been certified by the school's SENCO, Headteacher and medical professionals as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.
- A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and discussions between medical professionals and the headteacher, even if the LA has become responsible for the pupil's education.
- The school will provide to the LA, at agreed intervals, the full name and address of any pupils who are not attending school regularly, including if this is due to any additional health needs.



5. SUPPORT FOR PUPILS

- Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil. The LA expects the school to support pupils with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.
- Pupils with continuing health needs will have an IHP which is subject to regular review and assessment. Where a pupil's needs amount to ongoing SEND, an EHC plan may be more appropriate to meet their long-term needs. Where a pupil has an EHC plan and an IHP, both plans will be reviewed alongside each other. The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Support for Pupils with Medical Conditions Policy.
- Medical evidence will be used where available to best understand a pupil's needs and identify the most suitable provision. Where specific medical evidence is not readily available, the school will consider liaising with other medical practitioners and other sources of evidence to ensure appropriate provision can be arranged as soon as possible.
- Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.
- Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods: School newsletters, Emails, Invitations to school events, cards or letters from peers and staff.
- Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.
- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:
 - A personalised or part-time timetable, drafted in consultation with the named staff member;
 - Access to additional support in school;
 - Online access to the curriculum from home; The use of digital resources will be considered to support learning and complement face-to-face education, where appropriate. Digital resources will only be used in accordance with the pupil's needs. Staff will follow procedures set out in the Remote Education Policy.
 - Movement of lessons to more accessible rooms;
 - Places to rest at school;
 - Special exam/assessment arrangements to manage anxiety or fatigue.
- Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with the school using the following methods:
 - Digital learning platforms



- School newsletters
- Social media platforms
- Emails
- Invitations to school events
- Cards or letters from peers and staff.
- Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources. The school will strive to achieve effective collaboration between relevant services to ensure continuity of provision and consistency of curriculum.
- Provision for pupils will support their individual needs to overcome barriers to attainment and achievement, giving equal consideration to their pastoral needs to allow them to prosper in the education system. Consideration will be given to the pupil's personal, social and emotional needs to allow them to feel fully included in the school community, maintain contacts with classmates and have access to the same opportunities.

The school will ensure that pupils are involved in decision-making as much as possible, in accordance with the pupil's age and maturity, to help ensure that the right provision is offered and encourage their commitment and engagement.

Alongside the LA, the provision offered to a pupil will be regularly reviewed by the school to ensure it continues to be appropriate for the pupil's needs and that suitable education is being provided. The review process will seek input from:

- The pupil.
- Parents.
- Relevant agencies and medical practitioners, where possible.
- The LA SEND team, where the pupil has an EHC plan.

7. Reintegration

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.

During a lengthy absence, a reintegration plan will be developed near to the likely date of return to avoid putting unsuitable pressure on an ill pupil in the early stages of their absence. The school will work with the LA when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.

As far as possible, the pupil will be able to access the curriculum and materials that they would have used in school.

If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the pupil.

The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.

For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.

The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns,



medical issues, timing and the preferred pace of return.

The reintegration plan will include:

- The date for planned reintegration, once known.
- Details of regular meetings to discuss reintegration.
- Details of the named member of staff who has responsibility for the pupil.
- Clearly stated responsibilities and the rights of all those involved.
- Details of social contacts, including the involvement of peers and mentors during the transition period.
- A programme of small goals leading up to reintegration.

Follow-up procedures.

- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.
- Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

8. Information sharing

- It is essential that all information about pupils with additional health needs is kept up to date.
- To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent(s) in advance of being used, in accordance with the Pupil Confidentiality Policy.
- All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via a noticeboard in the staffroom.
- Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:
 - Ensure this policy and other relevant policies are easily available and accessible.
 - Provide the pupil and their parents with a copy of the policy on information sharing.
 - Ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
 - Consider how friendship groups and peers may be able to assist pupils with additional health needs.
 - When a pupil is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

9. Record keeping

- In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils.
- Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed.



- All records will be maintained in line with the Records Management Policy.

10. Training

- Healthcare professionals will be involved in identifying and agreeing with the school the type and level of training required. Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- Staff will be trained in a timely manner to assist with a pupil's return to school.
- Once a pupil's return date has been confirmed, staff will be provided with relevant training one week before the pupil's anticipated return.
- Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

11. MONITORING ARRANGEMENTS

This policy will be reviewed annually by the SENCo. At every review, it will be approved by the Local Academy Board.

Any changes in the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.

12. DEFINITIONS

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues
- Physical injuries
- Mental health problems, including anxiety issues
- Emotional difficulties or school refusal
- Progressive conditions
- Terminal illnesses
- Chronic illnesses

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

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment
- Home tuition: many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

13. Links to other policies

This policy links to the following policies:



Policy: Children with Additional Health Needs Who Cannot Attend School - Attendance

Approval date: 12th March 2026

Review date: Spring 2027

- Accessibility Plan
- Support for Pupils with Medical Conditions
- Attendance Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Remote Education Policy