



Willingdon
COMMUNITY SCHOOL

Children with health needs who cannot attend school Policy

Date adopted by the Governing Body: 30th September 2026

To be reviewed: September 2027

Staff Responsible: Helen Arnold

Link Governor: Chair of Governors

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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, including physical and mental 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 is also based on:

- Arranging education for children who cannot attend school because of health needs, including physical and mental health needs (DfE, December 2023).
- Working Together to Improve School Attendance (DfE, July 2026).
- Medical Needs Service Policy (ESCC, October 2024).

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, including physical and mental health needs, who cannot attend school.

- A Head of Year will communicate with the family and co-ordinate work with class teachers. Online work will be provided as an immediate response and where IT access is an issue work packs will be collected and handed to the family.
- A Head of Year and Attendance Manager will liaise with the family regarding a student completing work if they are hospitalised and establish if the hospital is providing access to their education provision.
- The Pastoral team which could include; Head of Year, Coach, Pastoral Support Leader or Attendance Manager will maintain weekly contact.
- When a student is ready to be re-integrated back to school a review meeting will be set up to discuss a Health Care Plan and review any reasonable adjustments to their education. This will include a process of graduated support:
 - assessing medical needs,
 - considering an Individual Healthcare Plan,
 - making reasonable adjustments,

- using an Additional Needs Plan.

- If these measures are not sufficient and if appropriate, the school will allocate the Attendance Manager and/or the Education Welfare Officer to support the family.

3.2 If the local authority makes arrangements

If the school cannot make suitable arrangements, East Sussex Local Education Authority will become responsible for arranging suitable education for these children.

- The school will make a referral to the Early Help Keyworker Team (EHKW) and the Team around School and Setting (TASS) when the child's attendance is a concern and when reasonable adjustments have not been sufficient. The school may make a referral earlier where external support is appropriate.
- On receipt of medical evidence, suggesting a child is too unwell to attend school from a consultant, once the child has missed 15 school days due to illness and if the school has an Additional Needs Plan or Individual Healthcare Plan for the child, the school will make a referral to the Teaching and Learning Provision (TLP) a service of ISEND. If the student qualifies for provision, the TLP will arrange an initial meeting with an adviser to discuss home/school provision. The Head of Year and/or the Attendance Manager from the school will also support this meeting.
- The school and TLP will always work collaboratively and review each case termly to support any transition back to the school environment.

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

The Business Manager, Deputy Headteacher responsible for safeguarding and the Deputy Headteacher responsible for attendance, will review this policy annually. At every review, it will be approved by the full governing board.

5. Links to other policies

This policy links to the following policies:

- Equality Policy & Accessibility Plan
- Supporting students with medical conditions
- Attendance Policy