



**Holy Trinity
Church of England (VC)
Primary School
Halstead
www.holytrinityhalstead.com**

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CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL

Owner: S Rowe

Signed off: Spring 2026

Signed off by: FGB / S Rowe

Date of review: Spring 2028



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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 is also based on guidance provided by our local authority.

https://schools.essex.gov.uk/pupils/Education_Access/Pages/default.aspx

3. Responsibilities of the school

The school works with the 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. In some cases, if a child receives funding, this might include virtual learning.

The SENDCo and senior leadership team will be responsible for making and monitoring these arrangements. Contact to be made with the Education Access Service - medical@essex.gov.uk

Arrangements will be arranged according to medical advice (e.g. sending work home, hospital schools).



Parents will be invited to meet with the SENDCo teacher and / or SLT to talk about the appropriate set-up for their child.

Reintegrating pupils back into school will be considered on an individual basis based on the circumstances.

3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, Essex local education authority will become responsible for arranging suitable education for these pupils.

 EA Medical Policy September 2022.docx

In this case, the local authority would take over responsibility, such as:

Deciding if arrangements are 'suitable'.

When a pupil is unable to attend school due to their medical needs for 15 days or more, whether consecutive or cumulative, the school should complete the Education Access medical referral form and submit electronically to medical@essex.gov.uk.

It is the school's responsibility to ensure that any referral is received by Education Access and they must make direct contact with Education Access to confirm receipt.

If threshold is met, Education Access will commission appropriate support through one of our approved providers. Education Access will notify the school and provide advice on next steps.

If support is not agreed, Education Access will contact the school to confirm why the referral does not meet criteria. Education Access may offer the school further advice and/or signpost the school to other agencies so the school can commission appropriate support.

The school will be asked to convene a school-based partnership meeting. The *School based meeting (SBM) and Partnership Agreement* document will be agreed by all parties before the placement can begin. (see section 15 for roles and responsibilities).

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.



Pupils with a medical need will remain on the school roll and the school will be expected to arrange review meetings every six weeks. If provision is required beyond week 12 then opinions and advice will be sought from a range of professionals. This will form part of the on-going support plan for the pupil. Key Stage Funding will be reclaimed on a pro rata basis after the twelve-week period.

The decision whether to accept a pupil for support on medical grounds rests entirely with the education directorate within Essex County Council. Referrals must not be made directly to a provider; ECC will liaise with providers to ensure the best available offer is made.

Staff from the identified provider will support pupils in a suitable venue, or exceptionally, in the pupil's home if supported by appropriate medical evidence. If support is required in the home, it will be necessary for the provider to carry out an appropriate risk assessment. If the pupil is supported in the home, there must always be a responsible adult present.

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 S Rowe, Headteacher. At every review, it will be approved by the full governing board.

5. Links to other policies

This policy links to the following policies:

Accessibility plan

Equality and Information Objectives

Attendance Policy