



## Kington St Michael CE Primary School

### Policy Statement for Pupils with Medical Needs

Most pupils at some time have a medical condition, which may prevent them from attending school. For the majority this will be short term. For pupils who have long- term or recurrent illness, access to school may be limited. The Department for Education and Science (DfES) has produced statutory guidance 'Access to Education for Children and Young People with Medical Needs' with regard to pupils who may be absent for more than 15 school days because of medical need. This policy statement has been written to comply with such guidance.

Kington St Michael CE Primary School (KSM) seeks to maintain a high quality continuing education for those pupils on roll who have medical needs and are unable to attend school as a result.

KSM will work closely with the Local Authority (LA), health professionals and other agencies to ensure that their pupils receive access to appropriate educational provision when they are not able to attend school.

#### **Management Responsibility**

The designated member of staff with responsibility for pupils with medical needs at KSM is Mrs Cavey. The role of the designated member of staff is to provide a link between the school, family and the LA and other agencies.

#### **Continuing Provision for Pupils with Medical Needs**

When KSM becomes aware that a pupil will be absent from school for more than 15 school days because of their medical need, the designated member of staff will notify the Education Welfare Officer (EWO) as soon as possible. This will assist the LA with continuity of educational provision.

The designated member of staff will provide the EWO with such information as is required to make a referral to an appropriate education provider. Parental consent will be obtained before information regarding the pupil is passed to the EWO.

The designated member of staff will be responsible for liaising with the LA education provider and will ensure that information is given regarding the pupil's ability, progress and work programmes. Wherever possible, work and materials will be provided for the pupil in accordance with their peers.

In cases of long-term or recurrent absence the designated member of staff will participate in the development of a Personal Education Plan (PEP) for the pupil. This will be written in conjunction with the LA, the parents and pupil.

#### **Monitoring and Recording of Absence**

All pupils who are unable to attend school for more than 15 school days due to medical needs will be regularly monitored and reviewed by the designated member of staff together with LA representatives. Ongoing medical advice will be taken into account at all times.

Absence will be recorded on the register as medical (eg code M) **only when** appropriate medical advice has been received. When a pupil commences education with an alternative education provider the absence will be recorded as educated off site (eg code B).

This is in accordance with the LA and school attendance policy.

Pupils absent for medical reasons will not be removed from the school roll unless advice is received from the School Medical Officer stating they will not be fit to return to school before ceasing to be of compulsory school age. Parents will be fully consulted and their consent sought if their child is to be removed from the school roll in these circumstances.

### **Pupils with Long -Term or Recurring Absence**

Some pupils will be away from school long-term or with recurrent bouts of illness. In these cases the designated member of staff will liaise with the LA to ensure that alternative education provision is put in place as soon as possible. The school will have responsibility for ensuring that the education provider has all information regarding work programmes and curriculum plans. It is acknowledged that continuity of education is important for these pupils. For pupils whose learning progress is being severely affected by long term absence the Special Educational Needs Co-ordinator (SENCo) will be advised and consideration will be given as to whether Statutory Assessment of Special Educational needs should commence.

### **Pupils with a Statement of Special Educational Need**

These pupils may be able to access alternative educational provision through the LA – sometimes with assistance from specialist teaching services. The SENCo will notify the Assessment and Placement Service if a pupil with a Statement of SEN is going to be absent from school through medical need.

The school will retain responsibility for co-ordinating the Annual Review meetings and for inviting the appropriate people to such reviews.

### **Reintegration**

For pupils who have been absent from school it may be necessary to have a staged reintegration plan. The designated member of staff will co-ordinate the initial meeting to instigate a plan, together with the LA, parent and pupil and any health professionals who may need to be involved.

The reintegration will be monitored and reviewed regularly with all parties to ensure success.

### **Contact between School/Pupil**

KSM is committed to ensuring that, even if a pupil is absent for medical reasons they should retain contact with the school.

After consultation with the pupil and parents, and taking into account their wishes in relation to the level of contact, the designated member of staff will put a plan into place to ensure contact is maintained.

KSM has the following modes of contact available:

- Newsletters to be sent home
- Inclusion in trips and social events
- Contact with peers and members of staff via e-mail

### **Statutory assessment**

Wherever possible statutory assessment will be undertaken. KSM will endeavour to ensure that sufficient educational input is made to enable each pupil to reach their full potential.

As the time for public statutory assessment nears pupils and parents will be fully consulted so that their wishes may be taken into consideration.

Signed \_\_\_\_\_