





*To inspire, enrich and nurture so each individual reaches their full potential*

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# Children with Health Needs Who Cannot Attend School Policy

March 2026

To be reviewed annually in the Spring Term

Next Review: March 2027

## History of Document

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	March 2022	Victoria Hobson	Trust Board	Policy Created
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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 is based on the following legislation:

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

It is also based on the following statutory guidance from the Department for Education (DfE):

- [Alternative provision](#)
- [Arranging education for children who cannot attend school because of health needs](#)

This policy also follows guidance provided by our local authority ([Hertfordshire Grid](#)).

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

## 3. The Responsibilities of the School

### 3.1 If the school makes arrangements

Initially, the school will attempt to make arrangements to deliver a suitable education for children with health needs who cannot attend school where medical evidence justifies their school absence. Work will be provided by the child's class teacher, under guidance from the Senior Leadership Team, which will be sent to parents and carers electronically on Arbor. Hard copies of the documentation will be provided upon request.

In general, the first 15 school days (3 weeks) of absence can be supported by the school. When support beyond this is required, support would be requested from the Local Authority (outlined in section 3.2).

When absence from school is known of in advance (notice of at least one week), the school will ensure provision is in place from day one of the absence.

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 the school);
- Create individually tailored reintegration plans for each child returning to school;
- Consider whether any reasonable adjustments need to be made.

### 3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, Hertfordshire County Council become responsible for arranging suitable education for these children.

HCFS are able to make a referral to [Education Support for Medical Absence \(ESMA\)](#) along with the ISL baseline information for the relevant ISL geographical area.

The ESMA Teaching Service provides tuition for:

- Pupils of statutory school age (5-16 years old), who have medical evidence that justifies their school absence;
- Pupils who are Hertfordshire residents with medical evidence for school non-attendance;
- A pupil who is pregnant from 29 weeks, or young mothers whose physical or mental health issues are affecting attendance.

The referral will include:

- Signed parental consent;
- A copy of the school reduced timetable, in line with HCC guidance on reduced timetables;
- A copy of the Assess, Plan, Do, Review cycle;
- A copy of the current treatment plan and the named medical contact;
- For pupils receiving additional funding (through either a EHCP or Local High Needs Funding and/or Pupil Premium Grant) the school should state in the reintegration plan how this funding is being used.

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. The Responsibilities of Parents/Carers

In the event that a pupil is unable to attend school due to their health needs, parents/carers are expected to:

- Ensure the regular and punctual attendance of their child at the school when their child is well enough to do so and medical appointments allow;
- Work in partnership with the school to ensure the best possible outcomes for their child;
- Provide the school with sufficient and up-to-date information about their child's medical needs and the impact this has on any attendance arrangements and ability to access any provided education;

- Attend meetings with the school to discuss how support for their child can be planned for and implemented.

### **5. Monitoring Arrangements**

This policy will be reviewed annually by the Principal. At every review, this policy will be reviewed by a member of the Trust Board and recommended for approval by the Full Trust Board.

### **6. Links to Other Policies**

This policy links to the following policies:

- Accessibility Plan;
- Attendance Policy;
- Managing Medicines Policy;
- Supporting Children with Medical Conditions Policy.