

Maiden Erlegh Trust
**CHILDREN WITH HEALTH
NEEDS WHO CANNOT ATTEND
SCHOOL POLICY**



**MAIDEN ERLEGH
TRUST**

Including local arrangements in annexes for:

MAIDEN ERLEGH CHILTERN EDGE

Initial approval:	September 2020
Review frequency:	Annually
Date(s) reviewed:	

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Aims

This policy aims to ensure that:

- Suitable education is arranged for pupils/students on roll who cannot attend school due to health needs
- Pupils/students, staff and parents understand what the school is responsible for when this education is being provided by the local authority

Legislation and guidance

This policy reflects the requirements of the [Education Act 1996](#).

It also based on guidance provided by the local authority. This policy complies with our funding agreement and articles of association.

The responsibilities of the school

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. This will be done either by sending work home for completion or by setting work to be completed electronically.

As part of any provision and/or as part of a reintegration plan it may be that the pupil/student will need a modified or part-time timetable. This would be negotiated with all relevant parties and agreed in writing. See Annex 2.

If the local authority makes arrangements

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

In cases where the local authority makes arrangements, the school and Trust will:

- Work constructively with the local authority, providers, relevant agencies and parents as well as the pupil/student themselves in order to ensure the best outcomes.
- Share information with the local authority and relevant health services as required.
- Help make sure that the provision offered to the pupil/student is as effective as possible and that the child can be reintegrated back into school successfully. This includes appropriate support for their emotional wellbeing.
- 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/student to access the same curriculum and materials that they would have used in school as far as possible
 - Enable the pupil/student 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 which are likely to involve a modified or part-time timetable.
 - Consider whether any reasonable adjustments need to be made

See Annex 1 for school specific details.

This policy is to be read in conjunction with:

- **Accessibility Plan**
- **Attendance Policy**
- **Supporting Pupils with Medical Conditions Policy**

Annex 1 – School and Local Authority Contacts

At Maiden Erlegh Chiltern Edge the person responsible for ensuring that suitable education is arranged for pupils/students on roll who cannot attend school due to health needs is:

Nicola Benham

Assistant Headteacher (Inclusion)

The local authority for this school is South Oxfordshire

South Oxfordshire outline their provision for pupils/students on roll who cannot attend school due to health needs in [this document](#).

Annex 2 - Reintegration Timetable Plan



Schools must complete this plan when a temporary reintegration timetable to meet a pupil's individual needs is considered to support a child / young person to engage in education. Please ensure you have read Oxfordshire County Council's guidance [HERE](#) on the use of reintegration timetables before starting this process. All children of statutory school age are legally entitled to full-time education so use of these plans should be short-term and only used in exceptional circumstances, only with full explicit parental consent.

In circumstances where the school consider that a reintegration timetable for a pupil is needed, the school must notify the County Attendance Team by email at childrenmissingeducation@oxfordshire.gov.uk sending a signed copy of this plan including the hours agreed within 2 days of completion. The plan and the teaching hours must be signed by the parent and without parental agreement this strategy of a reduction in hours cannot be implemented. When the child / young person returns to full-time education the closure form at the end of the plan must be completed and submitted within 5 days.

Date of Meeting:		Location:		
Name of pupil:		Name of School:		
Year Group:		Ethnicity:		
SEND status:				
Looked After Child	Yes/No	Child Protection	Yes/No	
Child in Need	Yes/No	Early Help / LCSS	Yes/No	
Parents & Professionals involved with the child:				
Name:	Role & Organisation:	Contact number	Attended? (Y/N)	Have they been informed of the reduced timetable? If not, please state why.

Start date of timetable:		End date of timetable: Pupil must return full-time provision within a maximum of 6 weeks of start date	
REASONS FOR THE PLAN: (please tick all that apply)			
Physical Health (supported by a medical professional)		Reintegration following exclusion	
Mental Health (supported by a medical professional)		Reintegration following long period of absence	
Other (please describe below):			
Objectives (what change do we want to see?)		Success Criteria (what will the change look like?)	
Parent(s): Child: School: Other (professional or family member): 		Parent(s): Child: School: Other (professional or family member): 	

What needs to happen when?			
Actions to be taken:	By when:	Person responsible:	How will we know it is working?
1.			
2.			
3.			
4.			
5.			
6.			

Reintegration Timetable

Week beginning:	Monday		Tuesday		Wednesday		Thursday		Friday		Time in School
	am	pm	am	pm	am	pm	am	pm	am	pm	

Any Alternative Provision offered			
Week beginning:	Days:	What and where:	When/Hours of education:

Other key issues discussed: (Please ensure you record any other issues/key points not captured above). School to check how the child will be coded in the attendance register. Is there a need to complete / update any risk assessments for the child / young person.

Who will be looking after pupil at home?

Review Meeting Date: (within 2 weeks of the start date). Plans must be reviewed at least every 2 weeks with the parents / carers and child.

The undersigned confirm that this is an accurate record of the discussions and outcomes agreed within the meeting. By signing this form, the school is confirming that the use of a reintegration timetable for a fixed period has been agreed as appropriate, review arrangements have been agreed and any safeguarding issues have been fully taken into consideration.

During the period of the reintegration timetable the school will:

- Monitor the effectiveness of the provision offered on the child/ young person
- Hold a review on the agreed date
- Provide work for the child to do whilst at home (if appropriate) and feedback on all work completed

School Representative:		Date:		Signature:	
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Parents / Carers

A reintegration timetable can only proceed with signed consent to the plan and cannot be enforced by a school or insisted upon.

Please delete as applicable:

1. I agree with the content of this form and the reintegration plan.
2. I do not agree with the reintegration for the following reasons:

Name of parent(s) / Carers:		Date:		Signature:	
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Child – this section is voluntary for the child to complete, however the child/ young person’s voice must always be included. Please delete as applicable:

1. I am happy with this plan.
2. I am not happy with this plan because:

Name of child		Date:		Signature:	
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Reintegration Timetable Closure Form

Please complete and return within 5 school days to: childrenmissingeducation@oxfordshire.gov.uk

Name of pupil:		DOB:		Name of School:		Year Group:	
SEN Status :							
Looked After Child:		Child Protection:					
Child in Need		Early Help/LCSS:					
Reason for closure:				Date of Closure:			
	Return to full time provision	Yes/No					
	Part time provision	Yes/No					
	School Leaver	Yes/No					
	Transferred (within County)	Yes/No					
	Transferred (out of County)	Yes/No					
	Permanently excluded	Yes/No					
	Elective Home Educated	Yes/No					