

Bushey Heath Primary School

Children with Health Needs who Cannot Attend School Policy

A vibrant school inspiring children to realise their potential

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 also based on guidance provided by our local authority.

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

3. The responsibilities of the school

The school follows the Local Authorities guidance on the use of reduced timetables for pupils of compulsory school age.

3.2 If the local authority makes arrangements

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

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

This policy will be reviewed annually by 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
- Supporting pupils with medical conditions

Date Policy Reviewed/Amended:	March 2025
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	March 2026
Reviewed by:	School Improvement Committee
Approved by:	Full Governing Body

Appendix A: Reduced Timetable Re-integration Plan

Name: Year Group:		Class/Tutor:	Meeting with parents:	Start date:	End date:
	Plan	Review 1		Review 2	
Objectives (what change do we want to see?)					
Success Criteria (what will the change look like?)					
What will the school do?					
Details of any Work Experience (if appropriate)					
Details of any alternative curriculum (if appropriate)					
Additional resources					
Outcomes					
What will parent/carers do? Parent/Carer signature:			What the pupil needs to do Pupil signature:		
Designated teacher with responsibility					

Pupils on Reduced Timetables

Form for schools/academies to use to notify the local authority Statutory School Age Only

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. Advice from the Department for Education (November 2016) states that any part-time timetable must be time limited and the decision to implement it must have the agreement of the pupil's parents. Pupils on part-time timetables should be recorded using register code C (authorised absence) for the sessions they are not in school. As part of the *Framework for the inspection of services for children in need of help and protection, children looked after and care leavers* (Ofsted November 2017); local authorities are required to provide detailed data on school-age children in their area who are not in full-time education.

School/Academy: _____

LA number: _____

DSPL Area: _____

Pupil's Name: _____

UPN No: _____

Date of Birth: _____

Year Group: _____

Ethnicity: _____

SEND: Yes/No

EHCP: Yes/No

Details

Child Looked After: Yes / No

OR

Previously Looked After: Yes / No

PSP / Risk Management Plan in place: Yes / No

Reduced Timetable Reintegration Plan in place: Yes / No

Child Protection Plan: Yes / No

Child in Need: Yes / No

Date when pupil started the part-time timetable: _____

What were the reasons for the part-time timetable? (please circle)

New School Behaviour ASD Support with home life Medical Following exclusion
Transition to Special School Mental Health Reduce anxiety CAMHS recommendation Flexi school
Improve attendance Other (please state) _____

Details of part-time timetable (including number of hours attending school each week):

When is the part-time timetable due to be reviewed? _____

Date part-time timetable ended, if applicable: _____

If the part-time timetable has not already ended, please notify the LA when it has. _____

School contact name: _____

Telephone Number: _____

Email address: _____

Parent Signature: _____

Date Local Authority informed: _____

Please upload to AnyComms Plus to LA service ISL-Behaviour (file type Part-time Timetable) within 5 days of pupil starting or ending a part-time table.

The information provided by this form is intended to enable schools which find it necessary to utilise a part-time timetable to demonstrate greater transparency and accountability. The information provided will be monitored by the local authority on a half-termly basis and will be used to support schools to more effectively discharge their responsibility to ensure that all children are able to access suitable, full-time education. The information collected will also be used to support both schools and the local authority to more effectively discharge their respective safeguarding responsibilities.