

## **HELSEBY HIGH SCHOOL**

### **ACCESS TO STUDENTS WITH MEDICAL NEEDS – UNABLE TO ATTEND SCHOOL POLICY**

#### **Aim**

To ensure students with medical needs are given the opportunity to access the school curriculum at an appropriate level.

To ensure that wherever possible the student is reintegrated successfully.

Person responsible for students with medical needs: Deputy Headteacher.

Referrals should be made by: Key Stage Leaders or the SENDCo. after discussion with the Deputy Headteacher (Student Welfare).

#### **Responsibilities of School**

Where appropriate, work will be provided for those students absent as a result of short term ill health. Referrals will be made, if deemed necessary, to the Educational Access Team, for support for students likely to be absent for 15 days or longer.

An initial meeting will be held with the parents, the Key Stage Leader or SENDCO and any other relevant professional to determine if longer term support is required and seek relevant permissions from parents. Referrals will then be made in a timely manner as detailed below.

#### **Access to Support**

A referral to the Education Access Team must originate from the mainstream school, using form MET1 (schools fill in Part A), and must be supported by medical confirmation from one of the following health professionals:

- Consultant Paediatrician
- Consultant Child Psychiatrist or Adolescent Psychiatrist
- Hospital Consultant

The health professional must complete Part B of the MET1 form and return it to the referring school. Whilst it is recognised that medical evidence is central to the referral, supporting evidence from a General Practitioner alone cannot be accepted.

Schools hold responsibility to ensure medical evidence is obtained from the health professionals listed above with minimal delay.

Schools may make a referral to the Education Access Team if they are concerned about a pupil who is unable to attend school because of medical reasons and is likely to be without access to education for more than 15 school days. Schools should have made reasonable steps to meet the short-term needs of the pupil. At Helsby High School this might take the form of a reduced timetable in school, 1-1 support in the home, or provision of a suitable on-line learning package.

The school must seek approval of parents for referral to the Education Access Team before completing form MET1 and obtaining medical confirmation from a health professional.

The referral will be considered at a fortnightly Case Planning Meeting.

Decisions on opening of cases are made by officers from the Local Authority. If the referral is accepted, then an Education Access Officer is assigned as case manager.

In order to avoid delays in education being arranged the primary focus is on arranging education as soon as possible. Having received initial education information from the school referral the Education Access Officer will discuss initial plans with parents, and may complete an initial home visit with an Education Outreach Officer. The purpose of this visit is to assist engagement, and to support early implementation of education provision. A multi-agency planning meeting is arranged by school where parents, pupil, Education Access Officer and relevant health professionals work together on a medical education plan (MET3).

The purpose of this meeting is to ensure joined up partnership working at the earliest opportunity to support engagement with the education provision and to assist reintegration back to school. If education is not already in place prior to the meeting, a decision will be reached on the most appropriate education provision for the pupil. In summary, the planning meeting will discuss and consider:

- an agreed medical education plan;
- a suitable venue for education (if not already arranged);
- a review date;
- the likely period of initial education;
- subjects to be taught;
- examination entries;
- resources to be provided by the school and Education Access Team;
- responsibilities of parent during education provision;
- terms and conditions for continued support of the Education Access Team;
- a reintegration plan.

If significant medical needs arise at crucial points in the examination calendar, appropriate arrangements will be made for internal exams GCSE exams, including invigilation procedures and A-level exams.

Where appropriate, examination boards will be contacted to request special consideration.

Separate rooms or off site arrangements may be arranged for those students who require additional support.

Students may be referred to Children and Young People's Services.

Where possible Work Experience placements will be organised.

Annual Review meetings will be arranged for those students who hold statements of Special Educational Need or Education and Health Care Plans.

The student, their learning and welfare will remain the responsibility of Helsby High School.