



Children with Health Needs who cannot attend school

	Date	Signature
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Version Control

Date	Change
February 2024	Added in Gateway panel meeting fortnightly and reference to the ISAT panel.

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1. Aims

Raglan School aims to work with the Local Authority (Bromley) to ensure that all children who are unable to attend school due to medical needs continue to have access to as much education as their medical condition allows.

There may be occasions when children have to be admitted to hospital due to the nature of their health needs, but whenever possible, pupils should be educated in school and we will aim to reintegrate them back into school as soon as they are well enough.

When children cannot be in school, we will work with the local authority, healthcare partners and parents to ensure that the children receive the correct level of support and ongoing contact with the school to maintain their links with their class and teachers.

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

This policy applies only to children with a serious medical need or condition; it does not apply in the case of children missing school due to normal childhood illness. Children should always attend school if they are well enough to do so, and if they are not then work will not be provided for them as they would not be well enough to complete this.

2. Legislation and guidance

This policy reflects the requirements of:

[Education Act 1996,](#)

[Ensuring a good education for children who cannot attend school because of health needs 2013](#)

[Supporting pupils at school with medical conditions 2015](#)

and complies with our funding agreement and articles of association.

3. The responsibilities of the Local Authority

All Local authorities (LAs) must have regard to the statutory guidance when carrying out their duty to arrange suitable full-time education (or part-time when appropriate for the child's needs) for children who are unable to attend a mainstream or special school because of their health. This duty applies to all children and young people who would normally attend mainstream schools, including Academies, Free Schools, independent

schools and special schools, or where a child is not on the roll of a school. It applies equally whether a child cannot attend school at all or can only attend intermittently.

LAs are responsible for arranging suitable full-time education for children who – because of illness or other reasons – would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education, the LA is responsible for arranging provision and must have regard to the guidance.

There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the LA – for example, where the child can still attend school with some support; where the school has made arrangements to deliver suitable education outside of school for the child; or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school.

4. What we will do in school

Where possible, we will make arrangements to ensure that a pupil who is on our roll but unable to attend is provided with suitable high-quality education, this will include:

- Remote provision
- Sending learning home
- Liaising with hospital schools

We will at all times ensure that the child, and their parents, are aware of the arrangements that we are making and we will work with parents and medical professionals to ensure that the learning provided is of a suitable amount bearing in mind the child's health needs. We will do this for so long as is reasonably practicable, albeit that the responsibility lays with the LA if a child is absent from school for 15 days or more.

If a point is reached where we cannot continue to provide a suitable education, or more than 15 days has lapsed, then we would liaise with the LA to ensure a smooth transition of the responsibility to them. In Bromley, The Home and Hospital Tuition Service is available to pupils who are unable to access school due to medical needs. Pupils are referred via the Local Authority Gateway Panel with evidence of need. The Gateway panel meets fortnightly and prior discussion with the ISAT team is required prior to referral. Referrals are made online at:

<https://www.bromley.gov.uk/educationgatewaypanel>

It is intended as a means of delivering a short term education provision in order to help support and reintegrate our pupils back into their mainstream school or another more suitable provision.

Referral to the Home and Hospital Tuition Service can be made by the school or another professional currently caring for the child. Referrals will be sent to the

Gateway Panel for consideration which sits every 2 weeks. Once successful the referring agency and family will be contacted.

It is vital that the referral form is signed by the parents / carers and accompanied with a letter from the consultant. In the case of SEND pupils, referral should be made via the SEND department in Bromley. A gateway panel referral form is included in Appendix A of this policy.

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.

5. Reintegration

When a child has been away from school for an extended period, they may feel anxious about coming back to school. We will make positive plans for reintegration, working with the LA where appropriate. Throughout the pupil's absence, we will be mindful that the eventual aim will be to reintegrate them as soon as possible, once their health allows. We will do this by:

- Planning 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
- Enabling the pupil to stay in touch with school life through newsletters, emails, invitations to school events and internet links to Personal Development and SRE sessions in school
- Creating an individually tailored reintegration plan for the child with regard to their health and medical needs.
- Considering whether any reasonable adjustments need to be made

6. Monitoring arrangements

This policy will be reviewed annually by the Inclusion Manager. At every review, it will be approved by the full governing board.

7. Links to other policies

This policy links to the following policies:

Accessibility plan

Attendance Policy

Children Missing in Education

Supporting pupils with medical conditions

SEND policy

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Access & Inclusion Service
Children, Education and Families

Please submit this referral form, with supporting evidence, to:
gateway@bromley.gov.uk Tel: 0208 313 4063

Gateway Panel Referral Form

Official use only.

Case number:	Date accepted:
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Parents/carers must provide consent for this referral and provide an electronic or scanned signature on the last page of this referral.

The aim of this referral is to request multi-agency advice and support for a Bromley resident* child/young person (C/YP) of compulsory school age who currently meets one or both of the following criteria:

- the C/YP is attending a mainstream school but is at risk of not accessing their full educational entitlement, due to experiencing difficulties within the area of social, emotional and/or mental health (this may include challenging behaviour)
- the C/YP has identified health needs (including physical and/or mental health needs) which currently prevent them from accessing education in their regular school/setting

By making this referral, the parents/carers and referrer are providing consent for the panel to offer a gateway to one or more of the following services:

Advice and support Primary SEMH outreach Personalised tuition Alternative education provision

*note: primary SEMH outreach services are available to Bromley schools but not to out-of-borough schools, regardless of the C/YP's residence

Full name of C/YP:	
Date of birth:	
School/setting:	
Year group:	
Gender:	
Ethnicity:	
First language:	
Unique Pupil Number (UPN):	
Pupil Premium (Y/N):	
Eligible for Free school meals? (Y/N):	
Current attendance %:	
Did the Pupil attend full time?	
How many consecutive days have they been absent?	
Parent/carer name:	

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Parent/carer contact phone:	
Parent/carer contact e-mail:	
Home address:	
Residential home borough:	
Child Looked After (Y/N):	
Adopted (Y/N):	
Social worker (if applicable):	
Local Authority (if applicable):	
GP name:	
GP contact phone:	
Name of referrer:	
Role/position:	
School/setting/organisation:	
Referrer contact phone:	
Referrer contact e-mail:	
Gateway re-referral (Y/N):	
Date of referral submission:	

Profile of special/additional educational needs or disabilities

Please list and briefly describe the C/YP's identified special/additional educational needs or disabilities:

Area(s) of need	Y or N	Comments
Communication and interaction e.g. Autism, speech, language and communication, etc.		
Cognition and learning e.g. Dyslexia, moderate and severe learning difficulties, etc.		
Social, emotional and mental health e.g. Anxiety, depression, ADHD, attachment difficulties, etc.		
Sensory and /or physical e.g. Vision and hearing impairments, physical disability, etc.		
Health needs e.g. Medical conditions		
English as an Additional Language		

SEND stage of support

Please indicate the C/YP current stage of support:

SEND stage	Y or N	Comments
SEN Support Stage		
Education, Care and Health Plan (EHCP)		
Not SEN/D		

Main concerns

Please indicate one or more of the following areas of concern that apply to this C/YP:

Area(s) of concern	Y or N	Comments
Progress		

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i.e. sustained concerns across the curriculum, including in English/Literacy and/or Maths/Numeracy If year 11, what are their plans/arrangements for Post 16?		
Attendance i.e. sustained trend of increasing poor attendance or risk of future persistent absenteeism		
Behaviour i.e. sustained/overall trend of challenging behaviours that disrupt learning (their own learning and the learning of others) and any subsequent fixed term exclusions		

Agency involvement

Please list the agencies and professionals involved in assessing and/or supporting this C/YP:

Agency involvement past or present	List of the agencies and professionals involved	Key contact name and contact details (please list for each agency / professional if available)	Month and year started and ended or started since (please list for each agency / professional)
	<p><i>Agencies and professionals may include:</i></p> <ul style="list-style-type: none"> - SEN Advisory Teams (ISAT, Complex Needs Team, Hearing Team, Vision Team, Early Years SEN Advisory Service) - Educational Psychologist - Speech and Language Therapist - Occupational Therapist - Physiotherapist - Community Paediatrician - Consultant/Speciality Doctor - Education Welfare Officer - Bromley Wellbeing - CAMHS - Other mental health service (e.g. counsellor, psychologist, etc.) - CAF Team - Early Intervention & Family Services (including Bromley Children Project) - Social Care - Virtual School (CLA/Adopted) Youth Offending Service - Other agencies/professionals not listed above 		
Past involvement (not current)			
Current involvement			

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Family members

Please list the C/YP's parent(s), siblings and any other family members currently living with the C/YP:

Name of family member	Relationship of the family member to the C/YP	Age if under 18

Plans currently in place for the C/YP

Please identify if/which plans are currently in place for the C/YP:

Plans in place	Y/N	Past strategies used/were they successful?	Current lead professional and contact details
Individual Health Care Plan			
Pastoral plan, e.g. behaviour/risk assessment			
SEN Support Partnership Plan with Inclusion Support Advisory Team (ISAT)			
Pupil Resource Agreement (PRA)			
Education, Health and Care Plan (EHCP)			
Common Assessment Framework			
Plan with Social Care, e.g. Child in Need, Child Protection or a Personal Education Plan			

Supporting evidence

Please indicate the supporting evidence that is being submitted with this referral:

Evidence type	Submitted Y or N
<i>All referrals should include the following supporting evidence:</i>	
Progress tracking data (<i>ideally for at least for the past 2 terms</i>)	
Attendance records for the last 3 years (<i>need to be up-to-date at the time of referral</i>)	
C/YP views (<i>in any format but ensure that these are up to date and relevant to the referral</i>)	
Parent/carer views (<i>as above</i>)	
Provision maps or other types of support plans (<i>ideally for at least the past 2 terms</i>)	
<i>Some referrals may require some of the following supporting evidence:</i>	
One or more diagnostic/assessment reports from professionals (<i>e.g. EP, SALT, OT,</i>	

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etc.)	
Health/medical report/letter (<i>recent and relevant to the C/YP's ability to access education in their school/setting</i>)	
SEN Advisory Teacher/Specialist Teacher advisory reports (<i>most recent</i>)	
Behaviour logs/records (<i>ideally for at least for the past 2 terms</i>)	
Personal C/YP profiles, e.g. 1-page profiles, pen portraits, pupil passports, etc. (<i>most recent</i>)	
Individual CAMHS Health Care Plan (<i>most recent</i>)	
Pastoral plan, e.g. PSP, behaviour support plan, risk assessment, etc. (<i>most recent</i>)	
Pupil Resource Agreement (PRA) (<i>most recent</i>)	
Education, Health and Care Plan (EHCP) (<i>most recent</i>)	
Common Assessment Framework/Team Around the Child meeting minutes (<i>most recent</i>)	
Plan with Social Care, e.g. Child in Need Plan, Child Protection Plan or a Personal Education Plan (must be included if Social Care are involved) (<i>most recent</i>)	
Past education advice/what has been tried before, KS2 results and most recent education reports	
Contacts at last school	

Reason for referring to the Gateway Panel

Please explain as fully as possible why you are referring to the Gateway Panel. It is recommended that you outline the reasonable adjustments applied at this stage in line with the Local Authority's *Ordinarily Available Provision & SEND Graduated Approach* guidance, known or anticipated risks, any relevant treatment plans (for health needs) and the desired or anticipated outcomes/pathways for the child/young person. This should include parent/carers' and pupil's perspectives.

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Referrer's electronic or scanned signature:	
Parent's/carer's electronic or scanned signature:	
Date:	