



**St. Paul's**  
**C of E Primary School**

We are a Christian School and  
we value being:  
Encouraging and challenging;  
Brave and kind;  
Thankful and thoughtful.



Our school vision:

Matthew 19:14a Jesus said, 'Let the little children come to me'.

We are all equally important, listened to and loved by God

# **Policy for access to education for children and young people with health needs**

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## **Introduction**

Many children and young people at some time have a medical condition, which may prevent them from attending school. For the majority this will be short term. For children and young people who have long-term or recurrent illness, access to school may be limited. The Department for Education (DfE) has produced statutory guidance 'Arranging education for children who cannot attend school because of health needs' with regard to children and young people who may be absent for more than 15 school days because of a medical need, and advice in the document 'Promoting children and young people's emotional health and wellbeing'.

## **A whole school and college approach**

St. Paul's Church of England Primary School seeks to maintain a high-quality continuing education for those children and young people on roll who have health needs and are unable to attend.

## **Management responsibility**

The designated member of staff with responsibility for children and young people with medical needs at St. Paul's Church of England Primary School is the Headteacher, supported by the school SENCo and Deputy Headteacher. The role of the designated member of staff is to provide a link between the school, family, the LA and other agencies.

## **Continuing provision for children and young people with health needs**

When St. Paul's Church of England Primary School becomes aware that a pupil will be absent from school for more than 15 school days because of their medical need, a senior member of staff or the designated member of staff will make a referral to the Service for Children Unable to Attend School for Health Reasons (referred to as the Flexible Learning Team) with the knowledge of the parent or carer.

The designated member of staff will be responsible for liaising with the service for children unable to attend school for health reasons and will ensure that information is given regarding the pupil's ability, progress and work programmes. The school will provide work and materials for the pupil in line with the work provided to their year group.

In cases of long-term or recurrent absence the designated member of staff will participate in the development of an individual plan for the pupil's education. This will be created in conjunction with the Flexible Learning Team, the parents and pupil.

## **Monitoring and recording of absence**

All children and young people who are unable to attend school for more than 15 school days due to medical needs will be regularly monitored and reviewed by the designated member of staff together with the Flexible Learning Team. Ongoing medical advice will be taken into account at all times.

Absence will be recorded on the register as illness only when appropriate medical advice has been received by the school. When a pupil commences education sessions with an alternative education provider the absence will be recorded for those sessions as educated off site. The pupil will remain on the roll of the school.

Children and young people absent for medical reasons will not be removed from the school roll. Parents will be fully consulted, and their consent sought if their child is to be removed from the school roll in these circumstances. Children and young people with long

-term or recurring absence Some children and young people will be away from school long-term or with recurrent bouts of illness. In these cases, the designated member of staff will liaise with the LA to ensure that alternative education provision is put in place as soon as possible. The school will have responsibility for ensuring that the education provider has all information regarding work programmes and curriculum plans. It is acknowledged that continuity of education is important for these children and young people. For children and young people whose learning progress is being severely affected by long term absence the Special Educational Needs Coordinator (SENCO) will be advised and consideration will be given as to whether Statutory Assessment of Special Educational needs should commence.

### **Children and young people with an Education, Health and Care Plan**

The SENCO will notify the SENDAR Section of the LA if a pupil with an Education Health & Care Plan is going to be absent from school through health needs. The school will retain responsibility for co-ordinating the Annual Review meetings and for inviting the appropriate people to such reviews.

### **Reintegration**

The aim of the Flexible Learning Team is to return the pupil to St. Paul's Church of England Primary school as soon as possible, unless it is agreed that an alternative setting would better serve the needs of the child.

For children and young people who have been absent from school it may be necessary to have a staged reintegration plan. The designated member of staff will coordinate the initial meeting to instigate a plan, together with the LA, parent and pupil and any health professionals who may need to be involved. Children and young people will require some additional support to ensure they are up to date with their subjects.

The reintegration will be monitored and reviewed regularly with all parties to ensure success.

### **Contact between school/pupil**

St. Paul's Church of England Primary School is committed to ensuring that, even if a pupil is absent for health reasons they should retain contact with the school.

After consultation with the pupil and taking into account their wishes in relation to the level of contact, the designated member of staff will put a plan into place to ensure contact is maintained.

St. Paul's Church of England Primary School has the following modes of contact available:

- Emails
- Phone calls
- Newsletters
- Home visits (where appropriate)
- Inclusion in trips and social events
- Homework clubs
- Contact with peers and members of staff via e-mail

### **Public examinations**

Wherever possible, children and young people with medical needs will be entered for public examinations. The School will endeavour to work with other education providers to ensure that coursework is completed, and that sufficient educational input is made to enable each pupil to reach their full potential. In some cases, the school will need to make special arrangements with Awarding Bodies for children and young people who are unable to attend school because of their health needs.

The entry for exams, making of access arrangements will remain the responsibility of St. Paul's Church of England Primary school.

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As the time for public examinations approaches children and young people and parents will be fully consulted with by the designated member of staff so that their wishes may be taken into consideration.

### **The role of the designated member of staff is to:**

- Make fully completed referrals to the Flexible Learning Team with written parental permission as early as possible and to notify the WAS service of the referral in respect of medical absence where appropriate. Incomplete referrals will cause unnecessary delay in making provision.
- Maintain a list of those young people who are absent due to medical needs.
- Ensure all young people with long term or recurrent absence have an Individual/Personal Education Plan.
- Liaise with subject teachers and Flexible Learning Team staff to ensure the provision and marking of suitable work from school.
- Ensure all young people requiring medication and/or with chronic conditions, but who attend school regularly have a Health Care Plan and risk assessment in place as required.
- Initiate the Early Help process where required.

- Co-ordinate regular Individual Education Plan and Health Care Plan reviews for those who are absent from school.
- Keep key staff e.g. class teacher, subject staff, Head of Year, SENCO informed of progress.
- Contribute to re-integration packages for young people returning to school following a period of medical absence.
- Liaise with key agencies e.g. alternative education providers, health services and provide information about curriculum/work as requested.
- Promote links between home and school, by ensuring those young people not accessing school are informed of social events taking place, and where possible are included in these, and by encouraging regular contact with classmates.