# ALAMEDA MIDDLE SCHOOL

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# CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

OCTOBER 2026

# DOCUMENT STATUS

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| ORIGINAL AUTHOR | Deputy Headteacher |
| DATE OF PRODUCTION | September 2018 |
| CURRENT STATUS | Approved |
| REVIEWING BODY | Curriculum and Standards Committee |
| REVIEWED ON | October 2026 |
| DATE FOR NEXT REVIEW | Annually |
| RELATED POLICIES (IF ANY) | Accessibility plan<br>Attendance policy<br>Child Protection and Safeguarding policy<br>Special Education Needs and Disability policy |

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# 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 and the Education Act 2011.

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

# 3 THE RESPONSIBILITIES OF THE SCHOOL

## 3.1 If the school makes arrangements

In the first instance, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

Alameda Middle School will have a named member of staff who is responsible for:

- Consulting with parents and pupils about the most appropriate arrangements.
- Liaising with parents to determine the pupil's programme of study whilst they are absent from school. Arrangements made would include the use of Oak National Academy and BBC Bitesize alongside sharing the curriculum overviews so that absent pupils can access the current curriculum.
- Actively monitoring pupil progress.
- Planning the arrangements to reintegrate pupils back into school: setting up a meeting and a reintegration plan, establishing any potential barriers to learning and ensuring the plan seeks to overcome these.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing communication via a teaching assistant, teachers and/or a pastoral support officer, and liaising with hospital schools.

The named member of staff is Mrs Sibley, who can be contacted by emailing the school office office@alamedamiddleschool.org.uk or by telephoning the school.

## 3.2 If the local authority makes arrangements

If Alameda Middle School cannot make suitable arrangements or the pupil's absence from school exceeds a three-week period, Alameda Middle School will make a referral to Central Bedfordshire's Medical Needs Team.

The Medical Needs service provides teaching and support for children and young people of statutory school age and on the role of a school who, due to illness, require suitable alternative arrangements for their education for the period of that illness.

Teaching is provided for pupils whose education is disrupted for an initial period exceeding three weeks, due to:

- an illness or injury keeping the pupil away from school whilst recovering.
- an illness or injury requiring regular hospital attendance.
- a chronic condition that causes frequent absences from school.
- a mental illness requiring therapeutic support.

The service provides high-quality teaching, mainly in the three core subjects of maths, science and English, as a way of supporting reintegration back into school.

In the main, education takes place in a pupil's home environment. However, where the pupil is able, education takes place in other buildings and may be in small groups. Pupils remain on the roll at Alameda Middle School, and the medical needs teachers work in partnership with the school to ensure continuity and progression for the pupil, taking account of medical advice. Alameda Middle School and the medical needs team support reintegration of pupils where the medical advice supports their readiness to return to school.

Details about education for pupils who are unable to attend school are available on the CBD Local Offer Page. See appendix 1, 2 and 3

Parents can also contact the medical needs team directly:medicalteam@centralbedfordshire.gov.uk.

In cases where the local authority makes arrangements, the school will

- Work constructively with the Medical Needs Team, relevant agencies and parents to ensure the best outcomes for the pupil.
- Share information with the Medical Needs Team and relevant health services as required.
- Help make sure that the provision offered to the pupil is as effective as possible and that the pupil 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 pupil returning to school.
    - Consider whether any reasonable adjustments need to be made.

# 4 MONITORING ARRANGEMENTS

This policy will be reviewed annually by the Assistant Headteacher. At every review, it will be approved by the Curriculum and Standards Committee.

# APPENDIX 1

## AIMS

- To offer a tailored programme of education to assist pupils' reintegration into school after a medical illness
- To support and advise schools on skills and strategies to aid reintegration to school
- To engage with parents and carers to enable them to help their child with learning strategies while coping with a medical condition
- To liaise with and signpost to other agencies for further support

## WHO IS THE SERVICE FOR?

- Pupils of statutory school age resident in Central Bedfordshire
- Pupils should be on a school roll
- Pupils who have planned absences from school for a significant period for a medical reason
- Pupils whose attendance has been affected due to a medical reason – 15 days or more
- Pupils reintegrating back into school following a period of absence due to a medical reason
- If the education being provided at home for EHE is deemed inappropriate and there is clear medical evidence to support MNET intervention a referral can be made

## Eligibility Criteria

- Referrals are to be made by schools to the Medical Needs Education Team
- All referrals should include the medical referral form signed by the relevant medical practitioner – if a GP signs the form a referral should be made by them for further support for the young person
- A referral can be completed by a recognised provider in relation to a private or independent assessment
- Pupils should engage with the appropriate healthcare package and attend their healthcare appointments
- The first 3 weeks (15 days) of absence remains school's responsibility

# APPENDIX 2

Central Bedfordshire Council
**www.centralbedfordshire.gov.uk**

# MEDICAL NEEDS EDUCATION TEAM

## REQUEST FOR MEDICAL INFORMATION TO SUPPORT INVOLVEMENT

**Please use guidelines overleaf**

The Local Authority (LA) expects all children and young people to have a suitable education and thereby have access to the full curriculum or as much as their medical condition will allow. The aim of the Medical Needs Education Team is to teach pupils too ill to access a suitable education at school and to plan a reintegration programme with the family and school, to support the pupil back into mainstream education at the earliest opportunity.

A referral to the Medical Needs Education Team will be requested by the child's school, the medical information given provided on this form supports the school referral and should be returned to the school. **The school complete the referral initially and pass it to the family to sign and then to health to complete. The school then submit it to the Medical Needs Education Team. Please complete in the correct order.**

| **1. To be completed by the School's Named Contact for Pupils with Medical Needs:** | | |
|---|---|---|
| **Name of Pupil:** | **Date of Birth:** | **Year Group:** |
| **Pupil Address:** | | |
| **School Name:** | **School Telephone No:** | |
| **Last date pupil attended school regularly:** | | |

| **2. To be completed by Family:** | |
|---|---|
| **Name of pupil's GP:** | |
| **GP Address:** | |
| **I give my consent for this form to be completed by the appropriate Medical professional.**<br>**I give my consent for information to be shared between Health and Educational professionals.**<br>**Signature:** **Pupil (in Year 7 or above)**<br>**Signature:** **Parent/Carer (please delete)** | |
| **Print Name (Parent/Carer):** | **Date:** |
| Brief outline of school-based strategies used to support attendance (to be complete by school): | |

| **3. To be completed by Paediatrician/Child Psychiatrist (if being completed by a G.P., please see guidance)** | |
|---|---|
| **Consultant/Medical Professional:**<br>**Email address:** | |
| **Hospital (if appropriate):** | |
| **Medical Diagnosis: Notes Please read section 3** | |
| **Treatment Plan:** *Please include start and expected completion dates* | |
| **Is the pupil fit to attend full time education at his/her school? – YES/NO - If No please provide an explanation** | |
| **Is the pupil fit enough to attend part time education at his/her school? – YES/NO - If No please provide an explanation** | |
| **Any other relevant information (see reverse of sheet for guidance):** | |
| **Date of next medical review:** | |
| **Name and Title:** | |
| **Signature:** | **Date:** |