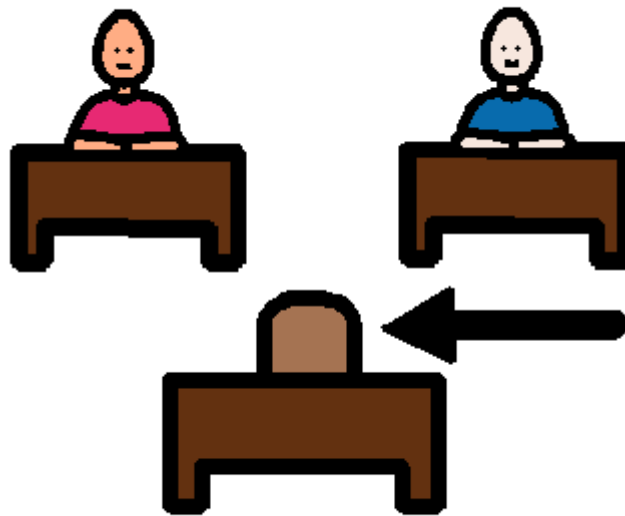


Access to Education for Children and Young People with Medical Needs who are unable to attend school



LA policy based on statutory guidance DfES (2001) Access To Education For Children and Young People with Medical Needs Ref: 0732/2001 and 0025/2002

February 2009
(reviewed May 2011)

Specialist Teaching Team
Physical Disability and Medical Needs Team

The City of York Local Authority Policy on Access to Education for Children and Young People with Medical Needs who are unable to attend school

- 1 The LA's policy:
 - describes the children and young people who come within its remit
 - sets out the aims of the service provided by the LA
 - describes the referral process
 - clarifies the respective responsibilities of the school, parents, the LA and the Hospital and Home Teaching Team (HHTT) in providing education for sick pupils who are out of school
 - gives guidelines for planning, monitoring and evaluating the educational arrangements for these pupils
 - outlines strategies for ensuring a smooth transition back into school.
- 2 This policy will apply to pupils who are unable to attend school because of medical needs ie those who are physically ill or injured.
- 3 This policy does not apply to pupils who are unable to attend school because of diagnosed mental health problems such as anxieties, depression and emotionally based school refusal. Please refer to Annex 1 Contacts for details of Danesgate.
- 4 The LA is not able to consider the provision of education out of school for sick pupils without appropriate medical authorisation of non-attendance.

Aims of the Hospital and Home Teaching Team

- 5 The team aims to:
 - plan strategically to ensure a continuum of educational provision and establish effective links between hospital, home and school
 - minimise, as far as possible, the disruption to normal schooling by continuing education as normally as the incapacity allows
 - provide a suitable and flexible education suited to the age of the pupil, their ability, needs and health and responding to the demands of changing medical status
 - maintain educational and social links with school
 - maintain progress wherever possible
 - feed back to parents/carers and schools information about the work covered and the pupil's progress
 - ensure a seamless transition back to school
 - provide this education via a unified Hospital and Home Teaching Team

Entitlement and referral to the Home and Hospital Teaching Team

- 6 The local authority has a legal responsibility to provide continuing education for children of compulsory school age (5-16) who are unable to

attend school due to medical reasons. The LA has discretionary powers to provide for those children who are either under five years of age or those who are over compulsory school age but under the age of 19 and attending school. This will be decided on an individual basis.

7 Pupils should not be at home without access to education for more than 15 working days. Pupils who have an illness/diagnosis which indicates prolonged or recurring periods of absence from school, whether at home or in hospital, should have access to education, so far as possible, from day one. Pupils will receive an education of similar quality to that available in school, delivered by well qualified and experienced teachers.

8 Teaching will be provided in York Hospital throughout the child's stay in hospital if the pupil is of school age. A teacher is available in the schoolroom on the Children's Assessment Unit in the mornings during term time; teaching can take place at the bedside for children and young people who cannot access the schoolroom. Well siblings will also be included if family circumstances dictate that the sibling is unable to attend his/her own school due to the hospitalisation of a sick brother or sister.

9 Pupils educated at home for medical reasons have an entitlement to a minimum of 5 hours teaching a week. This will be delivered throughout the week on a flexible basis depending on the pupil's health and medical appointments. These hours may be increased in certain circumstances eg exam preparation. Teaching is also provided throughout the school day during term time for young people

who are in-patients at Lime Trees unit.

10 Parents of pupils who have chronic (long-term) conditions with recurring periods of absence who are registered with the Home and Hospital Teaching Team, can self-refer from day one of an absence.

Referral procedure

11 If a child is an in-patient at York Hospital and requires home tuition on discharge from hospital, a referral will be made by the relevant consultant. Referral for home teaching can be made by either parents/carers or by school. If referral is by parents/carers, they must also notify the school. Referrals will also be accepted from other professionals involved with the child.

9 Referral is made by letter or email to the Home and Hospital Teaching Team and must include appropriate medical authorisation of non-attendance eg a letter from a GP or consultant. A teacher will be allocated to the pupil and will contact the parents/carers and school. Parents/carers and pupils are consulted before teaching begins at home. In some instances the tuition may take place in a venue away from home eg a Children's Centre or library.

Responsibilities

10 Schools and the LA share responsibility for the education of children and young people unable to attend school as a result of ill-health.

Responsibilities of the LA

- 11 The LA will:
- a ensure that this policy is easily accessible to all
 - b ensure that there are clear lines of communication so that all concerned know who is responsible for identifying a pupil's needs and how to activate the relevant services quickly
 - c have a named senior officer with responsibility for the provision of children or young people who are unable to attend school because of medical needs (this person is the Team leader for the Specialist Teaching Team see Annex 1 Contacts)
 - d provide a Hospital and Home Teaching Team (HHTT) for pupils unable to attend school because of medical needs, as outlined below. This team is part of the Specialist Teaching Team
 - e provide access to education for children and young people who are in-patients at Lime Trees Unit, this may include support for reintegration to school
 - f include this policy in the authority's Development Plan
 - g ensure that the policy is readily available and widely publicised
 - h have systems in place for internal monitoring and evaluation
 - i review its Hospital and Home Teaching Team provision on a regular basis to ensure that the service is meeting the needs of pupils, being run cost effectively and meeting the requirements of Section 19 of the Education Act 1996 and the statutory guidance
 - j ensure that procedures are in place requiring parents to be on

the premises when a child or young person is taught at home

Responsibilities of the school

- 12 Schools should:
- a have a written policy, procedures and a named person responsible for dealing with the education of pupils who are unable to attend school because of medical needs (see Annex 2 for guidance on what should be included in a school policy and Annex 4 for template)
 - b have arrangements made in liaison with the child's parents/carers to provide the child with homework as soon as they become able to cope with it for absences that are expected to last for 15 working days or less and are not part of a pattern of recurring illness
 - c ensure that education, in whatever form, should begin immediately the pupil is absent from school if that pupil is expected to be away from school for more than 15 working days
 - d notify the LA and ensure an appropriate referral is made for home teaching as outlined above if a pupil is, or is likely to be, away from school for medical needs for more than 15 working days
 - e inform the LA of the name of the link teacher in school for the referred pupil - this will then be passed on to the Home Tutor
 - f supply the appropriate education provider (Hospital or Home teacher) with information about a pupil's capabilities, educational progress, and programmes of work within 5 working days. Annex 3:2)

- g liaise with the HHTT to enable them to draw up a Personal Education Plan to cover the complete education for a pupil who is likely to be off school for more than 15 working days and for pupils with recurrent absence as a result of ill-health (see attached forms in Annex 3:3)
- h provide access to books and worksheets so that the pupil can follow the programmes of work as far as he or she is able
- i monitor work missed and develop a strategy, in liaison with the HHTT, for helping the pupil to keep up rather than having to catch up
- j ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events and extra-curricular activities that may be appropriate for them to attend
- k encourage and facilitate liaison and communication with peers
- l ensure arrangements are in place for pupils sitting public examinations who are absent through ill-health but not in hospital - this includes invigilation of examinations
- m liaise with the HHTT to formulate a reintegration plan for pupils returning to school (see attached form in Annex 3:5)
- n ensure that peers are involved in supporting the pupil's reintegration
- o be active in the monitoring of progress and reintegration into school, liaising with other agencies, as necessary
- p seek guidance if necessary from the Specialist Teaching Team, Physical Disability and Medical Needs

- q consider the need for assessment of pupils with a medical need under the Code of Practice on the Identification and Assessment of Pupils with Special Educational Needs

Responsibilities of the Hospital and Home Teaching Team and Lime Trees Unit

13

The Home and Hospital Teaching Team and Lime Trees Unit will ensure that:

- a pupils receive an education of a similar quality to that available in school, including a broad and balanced curriculum
- b pupils with medical needs have access to the full National Curriculum wherever possible
- c medical advice is sought and acted upon without delay
- d liaison takes place with other professionals involved with the pupil as required, including specialist hospitals and medical staff, SEN services and the Connexions Partnership
- e every pupil who is unable to attend school because of a long-term or recurring medical condition has a Personal Education Plan, which will include effective liaison strategies
- f special arrangements are made for pupils sitting public examinations while in hospital
- g an individually tailored reintegration plan is in place for all pupils before they return to school
- h their part in the reintegration plan is carried out
- i the opinions of children and young people are taken into account in any matter or procedure affecting them

- j feedback is given to parents/carers and schools about the work covered and the pupil's progress whilst off school as a result of ill-health
- k the pupil's ongoing needs are made known to the LA Senior Practitioner for Physical and Medical Needs Service
- l the team contributes to Common Assessment Framework (CAF) procedures as required

- b Referral for home teaching is either by parents/carers or by school. If referral is by parents/carers, they must also notify the school.
- c Referral is made by letter or email to the Home and Hospital Teaching Team (see referral procedure above at paragraph 9) and must include appropriate medical authorisation of non-attendance eg a letter from a GP or consultant.
- d Parents/carers and pupils will be consulted before teaching begins at home.
- e Parents/carers must be on the premises when a child or young person is taught at home.
- f Parents/carers are key in supporting the continuum of educational provision and the links between hospital, home and school.
- g Parents/carers should be full collaborative partners and should be informed about their child's educational programme and performance.

Responsibilities of parents/carers

- 14 Parents/carers hold key information and knowledge and have a crucial part to play in liaison with the school, hospital or home teacher.
 - a Parents/carers should liaise with the school so that the child or young person can be provided with homework as soon as they become able to cope with it for absences that are expected to last for 15 working days or less and are not part of a pattern of recurring illness.

LA contacts

<p>Team leader Specialist Teaching Team Mill House North Street YORK YO1 6JD</p>	<p>Susan Coulter Tel: 01904 554256 susan.coulter@york.gov.uk</p>
<p>Senior Practitioner - Physical disability and Medical Needs team Mill House North Street YORK YO1 6JD</p>	<p>Sue Perutz Tel: 01904 554332 sue.perutz@york.gov.uk</p>
<p>Home and Hospital Teaching Team Hospital Schoolroom Children's Assessment Unit York Hospital Wigginton Road York YO31 8HE</p>	<p>Katherine Platt Tel: 01904 726783 katherine.platt@york.gov.uk</p>
<p>Lime Trees Schoolroom Child, Adolescent and Family Unit 31 Shipton Road York YO30 5RF</p>	<p>Sarah Clarke Tel: 01904 652908 sarah.clarke@york.gov.uk</p>
<p>Danesgate Centre Fulford Cross York YO10 4PB</p>	<p>Tricia Head Tel: 01904 642611 Tricia.head@york.gov.uk</p>

Access to Education for children and young people with Medical needs

(DfES 0732/2001: Nov 2001)

School Policy Statements

The guidance states that school policy statements should include information such as:

- how the school will make educational provision for pupils as set out in the DfES guidance
- the school's responsibility to monitor pupil attendance and to mark registers so that they show if a pupil is, or ought to be, receiving education otherwise than at school
- management structures and staff responsibilities
- strategies for ensuring support in cases of long-term absence, including the provision of assessment and curriculum plans within 5 working days and work programmes on a termly basis
- a named contact within the school to aid communication with other parties, to attend reviews, and to facilitate communication generally between the pupil and the school
- the provision of work and materials for pupils who are unable to attend school because of medical needs
- procedures for ensuring that pupils who are unable to attend school because of medical needs have access to public examinations, possibly as external candidates
- procedures for ensuring that pupils are reintegrated smoothly into school
- issues related to pupils with statements of special educational needs
- how the school's procedures will take account of the pupil's views.



**SPECIALIST TEACHING TEAM
HOSPITAL AND HOME TEACHING TEAM**

Name:	DOB:
Address:	Tel:
School:	Tel:
Class/Year/Tutor Group:	
School Contact Teacher:	
Hospital/Home Teacher:	
Source of referral:	
Date of Admission:	Date of Discharge:
Teaching commenced:	Teaching ended:
Returned to school on: (part-time/full-time)	
Additional Information:	

Curriculum Continuity Request - Primary schools

Name:	School:
DOB:	Year:
School contact:	Position:
Contact tel:	Email:
Date sent:	Date returned:

This pupil has been referred to the Hospital & Home Teaching Team. We are keen to work together with your school to ensure continuity of education of all pupils with medical needs under the 'Access to Education for Children and Young People with Medical Needs' document (DFES2001a),. The information that you provide will be used to deliver suitable work to the pupil. Please complete this form **within five days** and return it to the Hospital and Home Teaching Team by email to katherine.platt@york.gov.uk or by post to The Schoolroom, Ward 18, York Hospital, Wiggington Road, York YO31 8HE. Please attach a copy of your medium term planning and the individual education plan if one is in place.

Please provide VLE address and log in for any online learning programmes used.

Please complete the following in liaison with the SENCO/Inclusion Manager:

- Does the young person have a statement? Yes / No
- Is the young person 'looked after?' Yes / No
- Does the young person have child protection concerns? Yes / No
- Does the young person have a C.A.F.? Yes / No

If there are Child Protection concerns which we need to be aware of, please contact us on 01904 726783.

Thank you

Katherine Platt and Carys Tew
Hospital and Home Teaching Team

LITERACY**Current NC level:****End of Year Target NC level:****Name of teacher in school:**

Area of work to be covered / targets

-

-

-

Textbooks / resources loaned:

NUMERACY**Current NC level:****End of Year Target NC level:****Name of teacher in school:**

Area of work to be covered / targets

-

-

-

Textbooks / resources loaned

SCIENCE**Current NC level:****End of Year Target NC level:****Name of teacher in school:**

Area of work to be covered / targets

-

-

-

Textbooks / resources loaned:

Thematic / creative curriculum overview (if relevant)

Current NC level:

End of Year Target NC level:

Name of teacher in school:

Area of work to be covered/ targets

-
-
-

Textbooks / resources loaned:

Curriculum Continuity Request - Secondary schools

Name:	School:
DOB:	Year:
School contact:	Position:
Contact tel:	Email:
Date sent:	Date returned:

This pupil has been referred to the Hospital & Home Teaching Team. We are keen to work together to ensure continuity of education of all pupils with medical needs under the 'Access to Education for Children and Young People with Medical Needs' document (DFES2001a). Please help us to identify curriculum priorities for this pupil. The information that you provide will be used to deliver suitable work to the pupil. Please complete this form **within five days** and return it to the Hospital and Home Teaching Team by email to katherine.platt@york.gov.uk or by post to The Schoolroom, Ward 18, York Hospital, Wiggington Road, York YO31 8HE. Please attach a copy of your medium term planning and the individual education plan if one is in place.

Please provide VLE address and log in for any online learning programmes used.

Please complete the following in liaison with the SENCO/Inclusion Manager:

- Does the young person have a statement? Yes / No
- Is the young person 'looked after?' Yes / No
- Does the young person have child protection concerns? Yes / No
- Does the young person have a C.A.F.? Yes / No

If there are Child Protection concerns which we need to be aware of, please contact us on 01904 726783.

Thank you

Katherine Platt and Carys Tew
Hospital and Home Teaching Team

English**Current NC level:****End of Year Target NC level:****Name of teacher in school:****Syllabus:****Controlled assessment due:**

Area of work to be covered / targets

•

•

Textbooks / resources loaned:

Maths**Current NC level:****End of Year Target NC level:****Name of teacher in school:****Syllabus:****Controlled assessment due:**

Area of work to be covered / targets

•

•

•

Textbooks / resources loaned

Science(s) Current NC level: End of Year Target NC level: Name of teacher in school:
Syllabus: Controlled assessment due:
Area of work to be covered / targets <ul style="list-style-type: none">•••
Textbooks / resources loaned:

Priority 1: Other subject / option choice priorities Current NC level: End of Year Target NC level: Name of teacher in school:
Syllabus: Controlled assessment due:
Area of work to be covered/ targets <ul style="list-style-type: none">•••
Textbooks / resources loaned:

Priority 2: Other subject / option choice priorities Current NC level: End of Year Target NC level: Name of teacher in school:
Syllabus: Controlled assessment due:
Area of work to be covered/ targets <ul style="list-style-type: none"> • • •
Textbooks / resources loaned:

Priority 3: Other subject / option choice priorities Current NC level: End of Year Target NC level: Name of teacher in school:
Syllabus: Controlled assessment due:
Area of work to be covered/ targets <ul style="list-style-type: none"> • • • •
Textbooks / resources loaned:

**SPECIALIST TEACHING TEAM
HOSPITAL AND HOME TEACHING TEAM**

PERSONAL EDUCATION PLAN

Name of pupil:	DOB:
School:	
Attainment levels and test results:	
Liaison strategies and details:	
Education Plan/specific targets: (include information about who will do what, where and when)	
Plan agreed by:	School / Parent / Pupil
Home/Hospital Teacher: Date:	
Copy left in school: YES/NO	Review Date:



**SPECIALIST TEACHING TEAM
HOSPITAL AND HOME TEACHING TEAM**

Taught Dates:		Number of hours taught:	
Name of Pupil:		Class/Year:	
Teacher (school):			
Date	Programme of Study	Achievements and Comments	Resources

Hospital/Home Teacher:

Date:



**SPECIALIST TEACHING TEAM
HOSPITAL AND HOME TEACHING TEAM**

REINTEGRATION PLAN

Name:	School:
Number of sessions/hours taught:	
Planned date of return to school:	
Full time/part time (please give details if part time):	
Ongoing medical requirements:	
Reintegration plan:	
Plan agreed by: school/parent/pupil	
Home/Hospital Teacher:	
Date:	

NAME OF PUPIL					
SCHOOL					
ADMITTED		DISCHARGED			
HOME TEACHING STARTED		ENDED			
HOSPITAL/HOME TEACHER		CONTACT TEL. NO.:			
As part of our ongoing monitoring and evaluation in line with statutory guidance, we would appreciate your help by completing and returning this evaluation sheet. We thank you for taking the time to do this.					
Please return in the SAE enclosed.					
Please evaluate the following, comment as appropriate:		Excellent	Good	Satisfactory	Poor
a.	Initial liaison and planning <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Standard of work completed <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Feedback on pupil's progress and work covered <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Reintegration into school <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Any other comments:				
f.	Is any follow-up required? If yes, please give details				

Signed:

Date:

Position held:

PRIMARY SCHOOL**Model Policy For Education Of Children Absent Through Ill Health**

All pupils should continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and to keep up with their studies.

The named person responsible for sick children unable to attend School is _____, {insert job title}.

To whom does the policy apply?

- School age children who are going to be absent from school for 15 school days or more as a result of ill health or injury.
- Children who have recurring periods of absence as a result of ill health eg: cystic fibrosis.
- Children who are in hospital.

Homework

As soon as school is informed or becomes aware that a child of school age is to be absent through ill health for up to 15 school days, the class teacher should make homework available. This will usually be in core curriculum areas. The child will only be expected to complete the homework if he/she is well enough. The work should be given as soon as possible after school becomes aware of the child's absence. This should be done in collaboration with parents/carers. This also applies to children who have recurring periods of absence due to ill health. If the child is going to be absent for more than 15 days, an application will need to be made for home teaching & the homework provided will then need to be in all curriculum areas.

Monitoring Absences

Either the class teacher and/or the office staff will notice absences due to ill health. The class teacher will need to be made aware as soon as other staff have identified the absence, so that the homework policy can be implemented.

Home Teaching

If a child is to be away from school for a medical reason for more than 15 school days, the named person needs to initiate a referral for Home Teaching. Pupils taught at home have an entitlement to 5 hours of home teaching per week. The parent/carer will need to be on the premises when a child is educated at home. Access to this teaching is flexible, depending on the child's health and medical appointments. The named person or EWO should make a referral for home teaching by letter or email. Referral is made to the Home and Hospital Teaching Team (HHTT) and must include appropriate medical authorisation of non-attendance eg a letter from a GP or consultant.

A teacher from Hospital & Home Teaching Team will be allocated to the pupil and will contact the parents/carer and school. In some instances the tuition may take place in a venue away from home eg a Children's Centre or library.

The class teacher and named person should liaise with the Hospital & Home Teaching Team to enable them to draw up a Personal Education Plan to cover the complete education for a pupil who is likely to be off school for more than 15 school days and for pupils with recurrent absence as a result of ill-health.

The class teacher should provide access to books and worksheets for the full curriculum via the parent/carer so that the pupil can follow the programmes of work as far as he or she is able. They should also provide information about the pupil's capabilities and educational progress eg special educational needs (SEN) within 5 working days.

The class teacher should monitor work missed and develop a strategy, in liaison with the Home And Hospital Teaching Team, for helping the pupil to keep up rather than having to catch up.

The class teacher and named person should ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events and extra-curricular activities that may be appropriate for them to attend. They should also encourage and facilitate liaison and communication with peers.

The class teacher and named person will liaise with the Hospital & Home Teaching Team to formulate a reintegration plan for pupils returning to school and ensure that peers are involved in supporting the pupil's reintegration. If there is a resulting SEN, normal school SEN procedures apply.

Hospitalised Children

Teaching is provided in York Hospital throughout the child's stay if the pupil is of school age, by the Hospital & Home Teaching Team. A teacher is available in the schoolroom on the Children's Assessment Unit in the morning during term time; teaching takes place at the bedside for children who cannot access the schoolroom.

The class teacher and named person should liaise with the Hospital & Home Teaching Team to enable them to draw up a Personal Education Plan to cover the complete education for a pupil who is likely to be off school for more than 15 school days and for pupils with recurrent absence as a result of ill health.

The class teacher should provide access to books and worksheets via the parent/carer so that the pupil can follow the programmes of work as far as he or she is able.

The class teacher should monitor work missed and develop a strategy, in liaison with the Hospital & Home Teaching Team, for helping the pupil to keep up rather than having to catch up.

The class teacher and named person should ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events and extra-curricular activities that may be appropriate for them to attend. They should also encourage and facilitate liaison and communication with peers. The class teacher and named person will need to liaise with the Hospital & Home Teaching Team to formulate a

reintegration plan for pupils returning to school & ensure that peers are involved in supporting the pupil's reintegration. If the child has SEN or there is a resulting SEN from the ill health/accident, normal school SEN procedures apply.

Examinations

If a Year 6 child is at home during the SATs and receiving home teaching, it would be possible for the child to complete all tests with Hospital & Home Teaching Team if everyone agrees that this is appropriate. The head teacher will liaise with Hospital & Home Teaching Team about the delivery, collection and supervision of these exams.

If a Year 6 child is in hospital during the SATs, the Hospital & Home Teaching Team will supervise their implementation. The child should still complete these exams if well enough. The head teacher will liaise with Hospital & Home Teaching Team about the delivery, collection and supervision of these exams.

If a Year 6 child is absent for less than 15 school days including SATs week, the decision regarding SATs will be made by the head teacher.

Partnership With Parents/Carers and Pupils

The views of children should be taken into account.

Parents/carers should liaise with the school so that the child or young person can be provided with homework as soon as they become able to cope with it for absences that are expected to last for 15 working days or less and are not part of a pattern of recurring illness.

If referral is by parents/carers, they must also notify the school.

- Parents/carers will be consulted before teaching begins at home.
- Parents/carers must be on the premises when a child is taught at home.
- Parents/carers are key in supporting the continuum of educational provision and the links between hospital, home and school.
- Parents/carers should be full collaborative partners and should be informed about their child's educational programme and performance.

'Parents hold key information and knowledge and have a crucial part to play. They should be full collaborative partners and should be informed about their child's educational programme and performance. Children also have a right to be involved in making decisions and exercising choice.'

Ref: DfES (2001) Access to Education for pupils and young people with Medical needs (code:0732)

SECONDARY SCHOOL

Model Policy For Education Of Pupils Absent Through Ill Health

All pupils should continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and to keep up with their studies.

The named person responsible for sick pupils unable to attend Primary School is [
insert name] [*insert job title*].

This policy applies to:

- School age pupils who are going to be absent from school for 15 school days or more as a result of ill health or injury.
- Pupils who have recurring periods of absence as a result of ill health eg: cystic fibrosis.
- Pupils who are in hospital.

Homework

As soon as school is informed or become aware that a pupil of school age is to be absent through ill health for up to 15 school days, the *form teacher* (*or appropriate person) should make homework available. This will usually be in core curriculum areas. The pupil will only be expected to complete the homework if he/she is well enough. The work should be given as soon as possible after school becomes aware of the pupil's absence. This should be done in collaboration with parents/carers. This also applies to pupils who have recurring periods of absence due to ill health. If the pupil is going to be absent for more than 15 days, an application will need to be made for home teaching and the homework provided will then need to be in all curriculum areas.

Monitoring Absences

Either the form teacher and/or the office staff will notice absences due to ill health. The *form teacher* will need to be made aware as soon as other staff have identified the absence, so that the homework policy can be implemented.

Home Teaching

If a pupil is to be away from school for a medical reason for more than 15 school days, the named person needs to initiate a referral for home teaching. Pupils taught at home have an entitlement to 5 hours of home teaching per week. The parent/carer will need to be on the premises when a pupil is educated at home. Access to this teaching depends on the pupil's health & medical appointments, being flexible in nature. The named person or EWO should make referral for home teaching by letter. Referral is made to the Team leader of the Home and Hospital Teaching Team and must include appropriate medical authorisation of non-attendance eg a letter from a GP or consultant.

A teacher from the Home and Hospital Teaching Team will be allocated to the pupil and will contact the parents/carer and school. In some instances the tuition may take place in a venue away from home eg a Children's Centre or library.

The *form teacher* and named person should liaise with the Home and Hospital Teaching Team to enable them to draw up a Personal Education Plan to cover the complete education for a pupil who is likely to be off school for more than 15 school days and for pupils with recurrent absence as a result of ill-health.

The *form teacher* should provide access to books and worksheets for the full curriculum via the parent/carer so that the pupil can follow the programmes of work as far as he or she is able. They should also provide information about the pupil's capabilities & educational progress eg special educational needs.

The *form teacher* should monitor work missed and develop a strategy, in liaison with the Home and Hospital Teaching Team, for helping the pupil to keep up rather than having to catch up.

The *form teacher* and named person should ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events and extra-curricular activities that may be appropriate for them to attend. They should also encourage and facilitate liaison and communication with peers.

The *form teacher* and named person will need to liaise with the Home and Hospital Teaching Team to formulate a reintegration plan for pupils returning to school and ensure that peers are involved in supporting the pupil's reintegration. If there is a resulting SEN, normal school SEN procedures apply.

Hospitalised Pupils

Teaching is provided in York Hospital throughout the pupil's stay if the pupil is of school age, by the Home and Hospital Teaching Team. A teacher is available in the schoolroom on the Child Assessment Unit in the mornings during term time; teaching takes place at the bedside for pupils who cannot access the schoolroom.

The *form teacher* and named person should liaise with the Home and Hospital Teaching Team to enable them to draw up a Personal Education Plan to cover the complete education for a pupil who is likely to be off school for more than 15 school days and for pupils with recurrent absence as a result of ill health.

The *form teacher* should provide access to books and worksheets via the parent/carer so that the pupil can follow the programmes of work as far as he or she is able.

The *form teacher* should monitor work missed and develop a strategy, in liaison with the Home and Hospital Teaching Team, for helping the pupil to keep up rather than having to catch up.

The *form teacher* and named person should ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events and extra-curricular activities that may be appropriate for them to attend. They should also encourage and facilitate liaison and communication with peers. The form teacher and named person

will need to liaise with the Home and Hospital Teaching Team to formulate a reintegration plan for pupils returning to school and ensure that peers are involved in supporting the pupil's reintegration. If the pupil has SEN or there is a resulting SEN from the ill health/accident, normal school SEN procedures apply.

Examinations

If a pupil is at home during exams & receiving home teaching, it would be possible for the pupil to complete all tests with Home and Hospital Teaching Team should everyone agree this would be appropriate. The head teacher will need to liaise with Home and Hospital Teaching Team about the delivery, collection and supervision of these exams. There may be a cost incurred by school if a Home Teacher is employed specifically to invigilate an exam.

If a pupil is in hospital during exams, the Home and Hospital Teaching Team will supervise their implementation. The pupil should still complete these exams if well enough. The head teacher will need to liaise with Home and Hospital Teaching Team about the delivery, collection and supervision of these exams.

Partnership With Parents/Carers & Pupils

The views of pupils should be taken into account .

Parents/ carers should liaise with the school so that the pupil or young person can be provided with homework as soon as they become able to cope with it for absences that are expected to last for 15 working days or less and are not part of a pattern of recurring illness.

If referral is by parents/ carers, they must also notify the school.

- Parents/carers will be consulted before teaching begins at home.
- Parents/carers must be on the premises when a pupil is taught at home.
- Parents/carers are key in supporting the continuum of educational provision and the links between hospital, home and school.
- Parents/carers should be full collaborative partners and should be informed about their pupil's educational programme and performance.

'Parents hold key information and knowledge and have a crucial part to play. They should be full collaborative partners and should be informed about their pupil's educational programme and performance. Pupils also have a right to be involved in making decisions and exercising choice.'

Ref: DfES (2001) Access to Education for pupils and young people with Medical needs (code:0732)