



## CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

**Reviewing Member of Staff: Mr B Freeman/Mrs S Nolan**

**Date Updated: 22/01/2026**

**Date Approved by Governors: 30/01/2026**

**Review Date: Spring Term 2027**

**Committee: Safeguarding, Risk, Finance, Estates & General Purposes**

## Contents

|                                                                  |                                     |
|------------------------------------------------------------------|-------------------------------------|
| CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY ..... | 3                                   |
| 1. Aims.....                                                     | 3                                   |
| 2. Legislation and Guidance.....                                 | 3                                   |
| 3. The Responsibilities of the School .....                      | 3                                   |
| 3.1 If the school makes arrangements.....                        | 3                                   |
| 3.2 If the local authority makes arrangements.....               | 5                                   |
| 4. Monitoring Arrangements.....                                  | 5                                   |
| 5. Links to Other Policies.....                                  | 5                                   |
| APPENDIX 1: ALTERNATIVE PROVISION SUPPLIERS .....                | 7                                   |
| THE ASPIRE ACADEMY (School Funded) .....                         | 7                                   |
| CHADSGROVE SCHOOL (Local Authority Funded) .....                 | <b>Error! Bookmark not defined.</b> |
| EDCLASS (School Funded).....                                     | 8                                   |
| WINCHMORE TUTORS (Local Authority Funded) .....                  | 9                                   |
| SMART ED (Local Authority Funded).....                           | <b>Error! Bookmark not defined.</b> |
| REDGATE SPORT (Local Authority Funded) .....                     | <b>Error! Bookmark not defined.</b> |
| RANDSTAD (Local Authority Funded).....                           | <b>Error! Bookmark not defined.</b> |

# CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

## 1. Aims

This policy aims to ensure that:

- Suitable education is arranged for students on roll who cannot attend school due to health needs
- Students, staff and parents/carers 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](#).

It is also based on guidance provided by Worcestershire Children First (WCF/Local Authority).

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

## 3. The Responsibilities of the School

### 3.1 If the school makes arrangements

Initially, Prince Henry's High School (Prince Henry's/the school) will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

Arrangements which the school could make include:

- Creation of an Individual Healthcare Plan (IHP)
- Sending work home
- Making a referral to the Medical Education Team (MET)
- Liaising with hospital schools and other agencies such as CAMHS, Early Help and Social Care
- Agreeing a time limited reduced timetable, following the school's agreed protocols
- Creation of a Reintegration Support Plan which may or may not involve the school's own internal reintegration programme known as The Bridge
- Providing online lessons via Edclass - these sessions are to be primarily accessed on the school site.
- Making a referral to the Worcestershire Children First (WCF) Who Cannot Attend School (CCAS) programme. Where face to face tutoring is offered, this will primarily be accessed on the school site.

In the first instance parents/carers will be invited in to meet key staff and an appropriate Plan will be drawn up in accordance with the school's "Supporting students with medical conditions policy". Where possible the student will be involved in this process. At this meeting a plan for reintegration back into school will be discussed with agreed review times. Issues around ensuring the child is being safeguarded will be discussed at this meeting. Parents/carers are always advised to contact the school on the first day their child is unable to attend due to illness.

- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- The school will provide support to students who are absent from school because of illness for a period of less than 15 school days by liaising with the student's parents/carers to arrange school work as soon as the student is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff.
- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the school will notify the Local Authority (LA), who will take responsibility for the student and their education.
- Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the student's absence.

- For hospital admissions, an appointed member of the school's Attendance Team will liaise with the LA regarding the programme that should be followed while the student is in hospital.
- The school will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.
- The school will only remove a student who is unable to attend school because of additional health needs from the school roll where: the student has been certified by a Medical Officer as unlikely to be in a fit state of health to ever attend school, before ceasing to be of compulsory school age; and neither the student nor their parent/carer has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.
- A student unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the student's education

### **Alternative Provision**

Alternative provision can be defined as education for students who, because of exclusion, illness or other reasons, would not otherwise receive suitable education (DfE, 2013). Alternative provision for children with medical difficulties can be arranged by the school or by the Local Authority. In cases where the child's medical difficulties are likely to be short term (typically less than 15 days) or result in only small amounts of school being missed, it is often simpler for the school to make these arrangements. To ensure the wellbeing and safety of students accessing off-site provision, with the exception of the Worcestershire Local Authority's Medical Education Team (MET), the school will only directly refer students to providers who are registered with Ofsted. In cases where the child is not able to attend school for long periods it may be more appropriate for the Local Authority to make arrangements.

See Appendix 1 for details of the school's current alternative provision suppliers, together with copies of their public liability insurance certificates.

### **Medical Education Team**

In Worcestershire the statutory duties for children unable to attend the school because of medical difficulties are discharged by the Medical Education Team. The Medical Education Team ensure that arrangements are in place for children and young people who are unable to attend school because of their medical needs so that they have appropriate and ongoing access to education. The Team consists of qualified teachers and teaching assistants who are skilled in teaching children /young people of statutory school age with a wide range of physical, emotional and psychological health needs.

The Medical Education Team service level agreement and referral form can be found on the Worcestershire Children First website: <https://www.worcestershire.gov.uk/WCFEducationServices/info/1/support-services/22/medical-education>

Where it is not appropriate or possible for the needs of children with medical difficulties to be met by the Medical Education Team and the school has not made alternative arrangements, Worcestershire Children First will work with schools and families to agree provision. The school will alert Worcestershire Children First when there is evidence to suggest that a child is unable to attend school and alternative provision is not yet in place to ensure they access full time education.

Contact will be made with the Local Authority as a matter of utmost priority to ensure there is no delay in provision being made for the child.

### **Escalating Welfare Concerns**

If an assessment has been undertaken and there are needs that cannot be met by the early help arrangements in school then a referral to Level 3 services may be appropriate. Worcestershire's Levels of Need Guidance describes the indicators which may suggest that a child is in need of additional or targeted support from services providing intervention at these levels.

[http://www.worcestershire.gov.uk/downloads/file/7962/levels\\_of\\_need\\_guidance\\_formerly\\_thresh-old\\_guidance](http://www.worcestershire.gov.uk/downloads/file/7962/levels_of_need_guidance_formerly_thresh-old_guidance)

As with all children, if there is a risk of significant harm to a child with medical difficulties, an immediate referral will be made to the Family Front Door:

9.00am-5.00pm - Monday to Thursday  
 9.00am-4.30pm - Friday  
 01905 822666  
 Out of hours or at weekends: 01905 768020

### **Fabricated and/or Induced Illness**

In a very small number of cases there may be concerns that a child's medical difficulties may be fabricated or induced.

Parents/carers may fabricate or induce illness in a number of ways:

- Fabrication of signs and symptoms - this may include fabrication of past medical history
- Fabrication of signs and symptoms and falsification of hospital charts and records, and specimens of bodily fluids, including falsification of letters and documents
- Induction of illness by a variety of means

As with any other form of abuse, where schools are concerned that a child may be experiencing or be at risk of harm, advice will be sought from the Family Front Door. In cases where Fabricated and/or Induced Illness is a consideration, evidence of medical difficulties such as medical appointment letters and multiagency working as part of the child's IHP will be key.

### **3.2 If the local authority makes arrangements**

If the school can't make suitable arrangements, Worcestershire Children First will become responsible for arranging suitable education for these children. In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the student
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the student is as effective as possible and that the child 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 student to access the same curriculum and materials that they would have used in school as far as possible
  - Enable the student to stay in touch with school life (eg through newsletters, emails, invitations to school events or internet links to lessons from their school)
  - Create individually tailored reintegration plans for each child returning to school
  - Consider whether any reasonable adjustments need to be made

See Appendix 1 for details of the Local Authority funded alternative provision suppliers currently used by the school, together with copies of their public liability insurance certificates.

## **4. Monitoring Arrangements**

This policy will be reviewed annually by the Senior Deputy Headteacher i/c Safeguarding. At every review, it will be approved by the Safeguarding, Property and General Purposes Committee of the Full Governing Board.

## **5. Links to Other Policies**

These policies link to the following policies:

- Accessibility Plan
- Attendance Policy

- Safeguarding Children Policy
- Supporting Students With Medical Conditions
- Student Conduct Policy

## APPENDIX 1: ALTERNATIVE PROVISION SUPPLIERS

### THE ASPIRE ACADEMY (School Funded)

The Aspire Academy  
Bridgwater Road  
Worcester  
WR4 9FQ

Tel: 01905 455422



#### Confirmation of risk protection arrangement (RPA) membership

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following academy trust or multi-academy trust is a member of the RPA.

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>NAME OF MEMBER ORGANISATION:</b> | The Aspire Academy                  |
| <b>MEMBERSHIP NO/URN:</b>           | 141034                              |
| <b>MEMBERSHIP PERIOD:</b>           | 01 September 2025 to 31 August 2026 |
| <b>RPA MEMBERSHIP RULES:</b>        | Standard                            |

|                    |                                                                                                                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)                | <b>EMPLOYER'S LIABILITY</b>                                                                                                                                                                        |
| Limit of Indemnity | Unlimited                                                                                                                                                                                          |
| (2)                | <b>THIRD PARTY PUBLIC LIABILITY</b>                                                                                                                                                                |
| Limit of Indemnity | Unlimited                                                                                                                                                                                          |
| (3)                | <b>PROFESSIONAL INDEMNITY</b>                                                                                                                                                                      |
| Limit of Indemnity | Unlimited                                                                                                                                                                                          |
| (4)                | <b>PROPERTY DAMAGE</b>                                                                                                                                                                             |
|                    | Loss of or damage by any risk not excluded to any property owned by or the responsibility of the Member including property the responsibility of the Member due to a lease or hire agreement Cover |
| Limit              | Reinstatement value of the property                                                                                                                                                                |

#### NOTES:

1. Indemnity is subject to the RPA membership rules.
2. In accordance with the provisions of paragraph 1 of Schedule 2 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2573), the Secretary of State for Education hereby certifies that any claim established against the named member organisation above in respect of any liability to the employees of the kind mentioned in section 1(1) of the Employers' Liability (Compulsory Insurance) Act 1969 will, to any extent to which it is otherwise incapable of being satisfied by the aforementioned employer, be satisfied out of moneys provided by parliament.
3. A General Principles Clause is included.

Signed:

Dated: 01 September 2025

Susan Dawson  
Director of Commercial for Sector and Commercial Operations



## EDCLASS (School Funded)

EDClass Ltd  
Unit 5, Aston House  
Campbell Way  
Dinnington  
Sheffield  
S25 3QD

Tel: 01909 568338



# Confirmation of Liability Insurance

This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

**Policyholder:** Edclass Limited

**Policy Number:** S36231

**Policy Wording:** Social Welfare Combined

### Professional liability insurance

**Period of Insurance:** 06 April 2025 to 05 April 2026 (both dates inclusive)

**Limit:** £ 2,000,000

**Basis:** Aggregate

### Public liability insurance

**Period of Insurance:** 06 April 2025 to 05 April 2026 (both dates inclusive)

**Limit:** £ 10,000,000

**Basis:** Any One Claim / Aggregate

Signed for and on behalf of Markel (UK) Limited:

A handwritten signature in black ink, appearing to be "M. H. H.", is written over a horizontal line.

**Dated** 3 April 2025

Note: This certificate of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover



## WINCHMORE TUTORS (Local Authority Funded)

Winchmore Tutors  
1<sup>st</sup> Floor, James House  
Mere Park, Dedmere Road  
Marlow  
SL7 1FJ

Tel: 01628 484249



No 1 Bridgewater Road, Worcester, WR4 9FG

Tel 0330 818 7634

Sam.Green@marshcommercial.co.uk  
www.marshcommercial.co.uk

10th April 2024

To Whom It May Concern

### CONFIRMATION OF INSURANCE: Winchmore Tutors Ltd

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

#### PUBLIC, PRODUCTS & EMPLOYERS LIABILITY

|                               |                                                                                     |      |                 |
|-------------------------------|-------------------------------------------------------------------------------------|------|-----------------|
| <b>POLICYHOLDER :</b>         | Winchmore Tutors Ltd                                                                |      |                 |
| <b>BUSINESS DESCRIPTION :</b> | Recruitment Agency                                                                  |      |                 |
| <b>INSURER :</b>              | Hiscox Insurance Company Limited issued through Hiscox REC Scheme                   |      |                 |
| <b>POLICY NO :</b>            | 8101928                                                                             |      |                 |
| <b>PERIOD OF COVER :</b>      | 26th April 2024                                                                     | to : | 25th April 2025 |
| <b>LIMIT OF INDEMNITY :</b>   | Public Liability - any one occurrence                                               |      | £10,000,000     |
|                               | Products Liability - any one occurrence and in aggregate in the period of insurance |      | £10,000,000     |
|                               | Employers Liability - any one occurrence                                            |      | £10,000,000     |
| <b>EXCESS:</b>                | £250.00 - Public and Products Liability                                             |      |                 |

#### PROFESSIONAL INDEMNITY

|                               |                                                                   |      |                 |
|-------------------------------|-------------------------------------------------------------------|------|-----------------|
| <b>POLICYHOLDER :</b>         | Winchmore Tutors Ltd                                              |      |                 |
| <b>BUSINESS DESCRIPTION :</b> | Recruitment Agency                                                |      |                 |
| <b>INSURER :</b>              | Hiscox Insurance Company Limited issued through Hiscox REC Scheme |      |                 |
| <b>POLICY NO :</b>            | 8101928                                                           |      |                 |
| <b>PERIOD OF COVER :</b>      | 26th April 2024                                                   | to : | 25th April 2025 |
| <b>LIMIT OF INDEMNITY :</b>   | Any one occurrence                                                |      | £5,000,000      |
| <b>EXCESS:</b>                | £500.00 - Professional Indemnity                                  |      |                 |

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

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