

## **NEWCASTLE-UPON-TYNE POLICY FOR THE EDUCATION OF CHILDREN AND YOUNG PEOPLE WITH MEDICAL NEEDS**

### **RATIONALE**

Newcastle upon Tyne Children's Services fully support children and young people having access to as much education as their medical condition allows, therefore enabling them to maintain the momentum of their education and keep up with their studies.

Newcastle upon Tyne has made arrangements for the provision of suitable education for those children of compulsory school age who, by reason of illness, may not receive suitable education unless such arrangements are made for them.

All pupils who are currently on the register of a school will remain on that roll unless there has been agreement between the parents, medical professionals and the school that they should be removed.

Newcastle Bridges School supports schools by providing education for the pupils who are unable to attend school on a full-time basis for reasons of illness, these pupils may be:

- Long-term sick (Hospital Sites)
- Frequently recurrently sick
- In Child and Adolescent Mental Health Services (CAMHS including LDD)
- School phobic (Harbour West)
- Requiring Medical Home Tuition
- Pregnant Schoolgirls or Young Mothers (Ashlyns)

### **AIM**

The aim of the Newcastle Bridges School is to reduce the detrimental effect of sickness, mental health problems or pregnancy and motherhood on the pupils' education and to reintegrate them into mainstream or alternative education at the earliest opportunity.

There is a need to ensure that there is a continuum of provision that allows access to education for the afore-mentioned groups, who are at risk of underachieving or being less employable or contributing members of the community at the end of the period of compulsory education. As well as providing education through links with pupils' mainstream schools it is important to link with other agencies in order to support the transition of the pupils to networks that promote lifelong learning.

## **REFERRAL**

Referral for the services of Newcastle Bridges School is dependent on the department to which referral is being made.

## **ASHLYNS**

Ashlyns is a unit for pregnant school girls and school age mothers, who are resident in Newcastle.

The unit usually has between 20 – 30 pupils.

Pupils receive timetables dependant upon their educational needs. Pupils continue with course work and programmes of study leading to external examinations.

The pupils' babies are supervised by experienced staff in order to maximise the learning opportunities available. Homework is regularly set to reinforce learning and meet the deadlines of external examinations.

Information regarding the pupils' prior educational attainment and patterns of attendance are sought from the previous educational establishments in order to tailor a programme that will best suit the individuals' needs.

### **Referral Process**

Ashlyns operates an open referral system where referrals come from a variety of sources, e.g. the girl's school, Community Midwives; School Health Advisors; Educational Welfare Officers; School or Community Medical Officers.

The pupil and parents/carers will then discuss options with the unit manager and Headteacher, and make an informed decision after having visited Ashlyns as to the most appropriate action.

Pupils will then decide on realistic educational targets, reflecting the expected delivery date of their baby and agree a programme of study with the Unit Manager.

## HARBOUR WEST

Harbour West is a unit for secondary aged pupils from schools in Newcastle who have established patterns of school non-attendance due to school phobia or severe anxieties that have resulted in school phobic behaviours.

Harbour West is hosted on the site of All Saints' College, West Denton.

The unit can accommodate up to 24 pupils. Pupils are able to follow the National Curriculum and are entered for external examinations.

Homework is set to reinforce learning and meet the deadlines of external examinations.

### Referral Process

All pupils are referred according to a given set of criteria. Also,

- All referrals must come through the involved Educational Welfare Officer, using the referral form attached, no application will be considered if the Educational Welfare Service cannot demonstrate their involvement with the pupil and the strategies considered while attempting to re-engage the pupil in education. (Evidence of non-attendance is required-previous year's attendance data).
- All pupils must have had involvement with the CAMHS team, (Child and Adolescent Mental Health Service). This involvement must have resulted in a diagnosis of a "school phobic" problem. The CAMHS team must refer in writing.
- Referrals should also include supporting evidence from the Educational Psychology Service, who will most probably have been involved in all cases. This should be requested by the referring persons.

Supporting material can be submitted from other involved agencies but will not be considered on its own.

On admission most pupils who attend Harbour West are dually registered with their former school; some pupils have not made an age appropriate transfer and are therefore only registered with the Newcastle Bridges School.

Referrals should be sent to the Headteacher of Newcastle Bridges School and will be considered at the half-termly referral meetings. Pupils will be placed on a waiting list till a vacancy becomes available. Referring agencies will be notified of the decisions made.

Successful candidates and their parents/carers will be informed of the placement and offered "taster sessions" for a gradual introduction to Harbour West.

If after a period of half a term the pupil has refused to engage and attend, the placement will be terminated and re-referred to appropriate psychological/medical channels. This does not preclude future placement for the pupil, but re-referral has to be through the above route.

## **HOME TUITION**

Home Tuition is a service offered by Newcastle Bridges School for Newcastle schools' pupils unable to attend their usual school for reasons of long-term illness.

### Referral Process

Pupils can be referred for Home Tuition in the following circumstances:

1. When absence from school due to a serious illness or accident is expected to be in excess of three school weeks.
2. When after discharge from hospital the period of convalescence is likely to be three school weeks.
3. When serious illness causes regular intermittent absences from school over a prolonged period of time.
4. Prolonged and regular absence due to an ongoing medical condition.

Referrals are made by the hospital Consultants or by the School Medical Officer, and are made directly to the Headteacher of The Newcastle Bridges School. Schools and the Education Welfare Service can make a referral but they will require the agreement of the child's Consultant or the School's Medical Officer.

## **GUIDELINES**

A Home Tutor will be assigned to the pupil and their school will be informed by letter.

The Home Tutor will contact both parents/carers and school.

Schools should name a person through whom liaison should occur.

Where possible the pupil will continue with current programmes of study. The school should provide the tutor with the relevant materials for the pupil.

The Home Tutor will make additional visits to the school in order to exchange work and materials.

If possible the tutor may be able to work with the pupil in reintegrating to the school environment.

Key Stage 1 –3 pupils will receive 5 hours tuition per week and Key Stage 4 pupils studying for G.C.S.E.s will receive 10 hours.

Homework can be set to reinforce learning and meet the deadlines of external examinations.

## **WITHDRAWAL OF TUITION**

In the unlikely event of this measure being necessary, tuition will be withdrawn if the pupil fails to attend or make themselves available for tuition on a regular basis without the proof of a medical basis to their inability to attend. Tuition will

then cease until an agreement has been reached between the involved agencies outlining a way forward.

Tuition will also be withdrawn if the pupil refuses to follow a therapeutic programme recommended by any other agency as a rehabilitation and /or reintegration package.

Anyone wishing to appeal against this process should do so to the Head of the Hospital School.

## **HOSPITAL EDUCATION**

Teaching occurs at the Freeman Hospital, Newcastle General Hospital and Royal Victoria Infirmary. These hospitals are tertiary referral centres for the North of England.

Pupils attending the city's hospitals will be educated if they meet the following criteria: -

- They will be in hospital for five school days or more.
- Their illness spans over three school weeks and includes a stay in hospital.
- They have frequent and/or recurrent admissions to hospital.

### Referral Process

All pupils are therefore referred on medical grounds and are taught from day one if they are well enough. If the pupil requires a period of convalescence at home after admission to hospital that results in an absence from school of over three weeks, then Newcastle Bridges School will refer that pupil for Home Tuition.

Liaison between the hospital and the pupil's own school helps to ensure a continuum of provision.

Pupils working towards external examinations whilst in hospital can maintain their studies. Arrangements for them to sit external examinations whilst in hospital can be made with agreement of their own school.

Homework can be set to reinforce learning and meet the deadlines of external examinations.

## **PSYCHIATRIC UNITS**

Educational assessment and teaching occur in both the Fleming Nuffield Unit and Prudhoe Unit. Both are tertiary referral centres for the North of England Child and Adolescent Mental Health Services, and Prudhoe receives national referrals for its Learning Disabilities and Difficulties units .

The units are multi-disciplinary in their approach and so education plays a vital role in the assessment and treatment of the patients.

### Referral Process

Referrals are made to the Consultants at the units because patients require therapeutic interventions at a high level, (Tier 3 & Tier 4).

There are facilities for young people as In-patients and Day-patients, these young people become pupils at Newcastle Bridges School whilst attending the units.

The Fleming Nuffield Unit has four classes. Children from 2 ½ to 14 years old are taught.

The Young Peoples' Unit has two classes/groups for young people of the age of 14½ to 19 years.

The Ridings is a unit for young people aged 5-19 with severe learning difficulties. Fraser House is a unit for adolescents with mild to moderate learning difficulties who require an "open door" secure environment.

Stephenson House is a unit for adolescents with mild to moderate learning difficulties requiring a low secure environment, often due to a history of offending.

## **SCHOOLS' RESPONSIBILITIES**

The school will retain the funding for the pupil whilst on their roll and will remain responsible for: -

- Ensuring that regular plans of work are made available in all National Curriculum subjects that the pupil would be normally studying. (This will aid successful reintegration by helping the pupil feel confident that they have covered a similar programme of work to their peers.)
- Loaning appropriate resource materials where possible. These will be returned when the pupil has finished with them.
- Examination entry fees.
- Making arrangements for examinations including SATs.
- Assessment of coursework.
- Career interviews.
- Work experience placements.
- Informing all other agencies of any alterations to the planned programme of support for the pupil.
- Monitoring the pupil's attendance and marking the register so that it shows if a pupil is or ought to be, receiving education otherwise than at school.
- A named contact within the school to aid communication and attend reviews.
- Procedures ensuring where appropriate, the pupil is successfully reintegrated into school.
- Issues related to a pupil with statements of special educational needs.

The Newcastle Bridges School will be responsible for: -

- Delivering a broad and balanced appropriate curriculum.
- Sending reports to the school outlining the pupil's progress and achievements at least every half term.
- Completing accurate attendance records which will be sent to the school and the LEA.
- Implementing agreed reintegration programmes.
- Attending review meetings.

## **EVALUATION OF PROVISION**

The education of children and young people with medical needs will be met by a Newcastle Bridges School, therefore evaluation and monitoring of the service provided will be undertaken by Ofsted as well as through internal and LA systems.

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## **GUIDANCE ON PROCEDURES FOR SICK CHILDRENS' ABSENCE**

### Rationale

In the light of "Every Child Matters", "Access To Education for Children and Young People With Medical Needs" and to compliment existing LEA and schools' attendance procedures, this policy provides guidance on the monitoring and tracking of the absences of sick pupils in Newcastle schools.

Those pupils whose illness genuinely prevents them accessing their usual education can therefore be identified and appropriate action taken.

### Aims

Ensure that sick pupils receive the education they are entitled to.

To clarify and develop existing systems and procedures.

To promote inter-agency working to facilitate effective monitoring and tracking of sick children.

### Guidelines

#### 1. Absences Of Less Than Fifteen school days

- For those pupils who are or are expected to be absent for a period of under fifteen school days, schools should adhere to their own Attendance Policy and Procedures, involving the Education Welfare Service as necessary.
- It is the schools' responsibility to provide "homework" for this period should the pupil be able to do it.

(For guidance on the responsibilities of schools in respect to the education of sick pupils see "Access to Education for children and young people with Medical needs")

#### 2. Pupils In Hospitals

- Work will be provided by the staff of Newcastle Bridges School in consultation with the pupil's home school for all pupils in the city's hospitals whose admission is deemed long stay or recurrent.
- It is the home school's responsibility to ensure that the education provided is in line with the work the pupil is missing and by providing where possible resources and planning. This is best done through a named person at the home school. ( See "Access to Education for children and young people with Medical needs")
- Home schools will be informed when a pupil is discharged from a stay in hospital and the school should pass this information to their Education Welfare Officer using the form provided on the discharge report.

### 3. Absences In Excess Of Fifteen school days Or As Part Of A Pattern Of Recurring/Long Term Illness

- If an absence is expected to exceed fifteen school days or it is reported by parents/ carers that their child is unable to attend school through illness/ trauma and subsequently needs Home Tuition, permission will be sought from the parent/carer of the absent child to request confirmation from the medical professionals involved, stating:
  - i. the likely duration of the absence
  - ii. the expected date for return to school
  - iii. the need for Home Tuition.

(Confidential information is not required.)

**Without medical evidence regarding a pupil's need to be absent from school for a period of more than fifteen school days, Home Tuition on medical grounds cannot take place.**

- Home tuition is only available for pupils deemed unfit to attend their usual school by the medical professionals involved, not the school, nor the parent.
- A pupil should be allowed to return to school as soon as medically able and schools will be required to take reasonable steps to facilitate this. (For guidance see the Disability Discrimination Act and the LEA's Accessibility Strategy)

#### **Systems**

- Attendance registers for Newcastle pupils receiving education in hospital or at home on medical grounds will be passed to the Education Welfare Service.
- Home schools will be informed in writing when a child is receiving Home Tuition.
- Home schools will receive education reports regularly and at discharge from home tuition/hospital teaching.
- On receiving the discharge report, schools should inform the Education Welfare Service whether a pupil requires Home Tuition or not by giving them the relevant part of the discharge report.
- The need for Home Tuition on medical grounds will be reviewed each half term.

Should a child become known to Newcastle Bridges School as a resident of Newcastle LEA who is not enrolled at a Newcastle school, the Education Welfare Service will be informed.

*This is a suggestion as the starting point of a policy for your school.*

## **“A SCHOOL” POLICY FOR THE EDUCATION OF CHILDREN AND YOUNG PEOPLE WITH MEDICAL NEEDS**

### **RATIONALE**

In line with the school’s Equal Opportunities Policy and following the DfES guidance “Access To Education for Children and Young People with Medical Needs” this school believes that all pupils should have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and keep up their studies.

### **NAMED PERSON**

The following person will act as the named contact through which enquiries regarding the educational needs of a sick child or young person should be directed. They should be the first port of call in cases where a dialogue needs to be set up.

NAME .....

POSITION WITH IN SCHOOL .....

### **ABSENCES DUE TO ILLNESS**

- **Up to 15 school days**

For those pupils who experience a period of absence of up to 15 days without notification, the school will inform the designated Education Welfare Officer in order to obtain a valid reason and as a method of tracing the pupil’s attendance.

- **16 school days or more**

The above process will be followed but the school or Education Welfare Officer will liaise with Newcastle Bridges School in order to discuss the possibility of Medical Home Tuition. (Each case will be considered in consultation with the medical professionals involved and on its own merits.)

## **INFORMATION**

In the case of our school being informed that a pupil is likely to have prolonged or recurrent periods of absence from school due to a medical condition, we will inform all the concerned staff to ensure that appropriate work is provided for the pupil.

Information will be placed on the pupil's records, see **Information Sheet 1**

Any relevant information for staff will be displayed, see **Information Sheet 2**

## **PROVISION OF WORK**

“Our school” remains responsible for the programmes of study for the pupil with medical needs. If the period of absence is less than three school weeks then we will send work home if the pupil is well enough to do it, if the period of absence is expected to be longer than three weeks then we will provide as much information as is possible for a home tutor, where the pupil is receiving Home Tuition, or hospital teacher, where the pupil is in hospital.

## **REINTEGRATION**

Returning to school after a period of illness can be an emotional hurdle for a child or young person.

- Our school will endeavour to maintain contact during the period of illness in order to aid successful return to school.
- Where appropriate our school will encourage some peer group contact as this is very important to the sick child or young person.
- Gradual reintegration will be facilitated where necessary as this may be of great importance to the success of reintegration.
- The Named Person will draw up a reintegration plan if necessary, for a checklist of considerations see **Reintegration Action Plan**

**For guidance on “Access to Education of Children and Young People with Medical Needs” see the statutory guidance DfES 0732/2001.**

**For information regarding Home Tuition or hospital teaching contact:  
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2330765**

## INFORMATION SHEET 1

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Name and address of Hospital:

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Name of Ward: \_\_\_\_\_

**Reason for Admission:** (this information to be completed with permission of the child's Parent/guardian):

**Probable Length of Absence from School:**

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**Name and Contact Number of Hospital Teacher/Home Tutor:**

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**Suitable Times for Contacting Hospital Teacher/Home Tutor:**

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## INFORMATION SHEET 2

### Staff Notice Board

Date: \_\_\_\_\_

This is to remind all staff that \_\_\_\_\_ of Class \_\_\_\_\_

Is in hospital/at home and is expected to be away for \_\_\_\_\_  
(until about \_\_\_\_\_ )

**If you teach this pupil please**

- a) make a note of what work is being missed
- b) provide some work to be done during absence.

I will be collecting the first batch of work on  
\_\_\_\_\_

And then probably every week thereafter until she/he returns to school.

Form Tutor/SENCO \_\_\_\_\_

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### Request for Work from Absent Pupil

To: \_\_\_\_\_ Date: \_\_\_\_\_

Note to Subject staff who teach \_\_\_\_\_ of Class \_\_\_\_\_

A reminder that \_\_\_\_\_ is in hospital/at home  
because

\_\_\_\_\_

Please could you provide some work for him/her to do in hospital or at home. Hospital/Home Teaching are anxious to help him/her keep up with schoolwork.

I should be grateful if you could get this work to me by \_\_\_\_\_  
when I shall be in contact with representatives of Hospital/Home Teaching.  
If you are setting work from text books, please provide (and make note of)  
the necessary books.

Thank you. \_\_\_\_\_ (Form Tutor/SENCO)

## REINTEGRATION ACTION PLAN

### Checklist for Form Tutor When Absent Pupil Returns

Name of Pupil: \_\_\_\_\_ Date of Return: \_\_\_\_\_

- staff informed?
- class informed? (including any physical changes, special dietary requirements etc.)
- note made of any physical difficulties? Any room changes necessary?
- returning pupil properly welcomed by class?
- information about timetable, staff or module changes ready for returning pupil?
- dates of follow up treatment noted?
- reminder to returning pupil to ask for help if problems arise?
- collection and dissemination of information on progress and work covered from  
Hospital/Home Teaching?
- mention of 3 weeks follow up check sheet and fixing of a time to discuss it?
- discussion with pupil, if appropriate, of missed or pending exams, assessments etc.?
- check on status vis a vis clubs, teams, outings etc.?

### REINTEGRATION NOTICE

This is to remind all staff that \_\_\_\_\_ of Class \_\_\_\_\_

is due back in school on \_\_\_\_\_

She/he has been away for \_\_\_\_\_ weeks, having treatment/surgery for

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**Please could all staff keep an eye on him/her and contact me if you have concerns over work, social contacts, health or attendance. Thank you.**

\_\_\_\_\_ (Form Tutor or SENCO) Date \_\_\_\_\_

