
 HOLYPORT COLLEGE	Children with health needs who cannot attend school policy	
	Effective Date: 3 December 2020	Version No: v1.4

Title	Children with health needs who cannot attend school policy
Person responsible for policy formulation, implementation, maintenance and evaluation	Assistant Headteacher Safeguarding and Inclusion (DSL)
Persons consulted	Health Centre Manager SLT GWC Full Governing Board
Adopted by Governors on	3 rd December 2020
Current Review	20 th November 2025
Date of future review	Annual, and no later than November 2026

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved/Noted	
			By	Date	By	Date
v1.0	28 Oct 2020	New Policy	GWC	05.11.2020	FGB	03.12.2020
V1.1	09 June 2022	Review of current policy	GWC	09.06.2022	FGB	30.06.2022
V1.2	29 06 2023	Review of current policy	GWC	29 06 2023	FGB	29.06.2023

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V1.3	07 03 2024	Review in the light of new guidance	GWC	07 March 24	FGB	21 March 24
V1.4	20 Nov 2025	Review of current policy	GWC	20 Nov 25	FGB	Dec 25

POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review (annually) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

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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

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This policy reflects the requirements of the [Education Act 1996](#).

It is based on statutory guidance from the DfE 'Arranging Education for Children who cannot attend School because of Health Needs', December 2023: [Arranging education for children who cannot attend school because of health needs - GOV.UK](#)

It is also based on guidance provided by our local authority. These can be found here:

Achieving for Children (RBWM), *Supporting Pupils with Medical Needs Protocol*, September 2024: <https://www.leadershipupdate-rbwm.co.uk/site/data/files/migrated/education-welfare-service-202425/medical-needs-protocol-24.25.pdf>

Achieving for Children (RBWM), *Alternative Provision Policy*, July 2025: https://5f2fe3253cd1dfa0d089-bf8b2cdb6a1dc2999fecbc372702016c.ssl.cf3.rackcdn.com/uploads/ckeditor/attachments/18195/Alternative_Provision_Policy_-_August_2025.pdf

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


3. The responsibilities of the school

3.1 If the school makes arrangements

Holyport College has a policy which outlines to parents and carers the school's responsibilities with regard to children with medical needs. Our 'Medicines and Medical Conditions Policy' can be found on our website.

Initially, the College, led by the Assistant Headteacher Safeguarding and Inclusion, will attempt to make arrangements to deliver a suitable, full-time education for young people with health needs who cannot attend school. If appropriate, a student with health needs will have an Individual Healthcare Plan. This document sets out in detail how the College and family will work together, often with other agencies, to ensure the student is fully supported in school.


Where it becomes clear that, because of ongoing health needs, a student may not be able to continue full-time education at the College, discussions with parents/carers will be held to plan a way forward.

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- The College does not routinely provide work for students who are absent through illness, and does not provide work at all during the first five days of absence in order to facilitate rest and recuperation
- Where it becomes clear that the student will be absent from school for a period of more than 15 days, whether cumulative or one-off, the College will, in consultation with parents/carers, commence discussions with the Local Authority which has a statutory duty to provide a suitable, full-time education for such students
- The College will collaborate with the Local Authority or other agencies such as hospital schools or other alternative education providers to ensure some level of continuity in order to subsequently facilitate the student's re-integration to the College whilst holding the Local Authority to account in the fulfilment of its duties to source and provide a suitable, full-time education
- Children and young people of statutory school age are entitled to a full-time education. The College cannot therefore usually or easily agree to the provision of a part-time or reduced timetable as this may be unlawful. In certain limited cases, with the full agreement of the Local Authority, a reduced timetable may be agreed. This will always be of a limited duration and usually no longer than six weeks. It will always aim to build up to full-time provision by the end of the six week period so that the student is ready to re-integrate to full-time College life at the end of the reduced provision. Where this does not happen, a review will be held with the Local Authority to determine best ways forward, including holding the Local Authority to its obligations to source and provide suitable, full-time education
- Where a student in receipt of an Education, Health and Care Plan is no longer able to attend school because of medical needs, the College will arrange an emergency review of the plan

3.2 If the local authority makes arrangements

When a suitable, full-time education cannot be provided at the College as a result of a student's medical needs, the Royal Borough of Windsor and Maidenhead will become responsible for arranging suitable education for that student. This is referred to as the section 19 duty of the Education Act 1996. The s.19(1) duty states that local authorities are responsible for arranging suitable and (normally) full-time education for children of compulsory school age who, because of a physical or mental health need, and cannot access suitable full-time education, the local authority is responsible for arranging suitable alternative provision.

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There is no absolute legal deadline by which the local authority must start to arrange education for children with additional health needs. However, as soon as it is clear that a child will be away from school for 15 days or more because of their health needs, the local authority should arrange suitable alternative provision. The 15 days may be consecutive or over the course of a school year.

The College will make a referral to the Early Help team or PEAR service (Pupils Educationally At Risk) at RBWM. Local Authority policies states that medical evidence must be provided from the NHS or consultant or appropriate professional; a GP is acceptable if there are delays. The Local Authority will then consider the referral and make arrangements in consultation with parents/carers for the continuance of the student's education.

In cases where the local authority makes arrangements, the College will:

Work constructively with the local authority, providers, relevant agencies and parents 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 pupil to access the same curriculum and materials that they would have used in school as far as possible
- Monitor the effectiveness of any plan and provision
- 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 child 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 Safeguarding and Inclusion. At every review, it will be approved by the full governing board.

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5. Links to other policies

This policy links to the following policies:

Accessibility plan

Medicines and Medical Conditions at School Policy

Student Mental Health and Wellbeing Policy

Attendance Policy