



Freegrounds Infant School
Meeting the educational needs of children with medical conditions

Special Educational Needs and Equal Opportunities

Freegrounds Infant School is committed to offering equal opportunities for all, regardless of race, religion, gender or ability.

1. The Hampshire Education Inclusion Service:

It is possible that, from time to time, schools may need to seek support from the Hampshire Education and Inclusion Service (EIS) for children and young people who are temporarily unable to attend school on a full time basis because of their medical needs. These children and young people are likely to be:

- children and young people suffering from long-term illnesses
- children and young people with long-term post-operative or post-injury recovery periods
- children and young people with long-term mental health problems (emotionally vulnerable)

N.B. For the purposes of this policy statement, "long-term" is defined as any period exceeding 15 continuous school days of absence from school because of medical needs. The Education and Inclusion Service considers that education provision for absences of up to 15 days remain the responsibility of the pupils' home school.

Where it is clear that an absence will be for more than 15 continuous school days then the Education and Inclusion Service provision should begin at the earliest possible date and should not automatically be delayed until the 16th day of absence.

It is important that the referring school must notify the School Nurse service at the point it is identified that the child or young person's medical need is preventing their attendance at school.

At all times during the period of Education and Inclusion Service provision the young person will remain on the roll of their home school and the home school will retain ultimate educational responsibility for the young person.

2. Aim:

The aim of the Education and Inclusion Service, is to provide appropriate, effective education during the period of un-wellness, and to re-integrate pupils back into full time education at their home school at the earliest possible opportunity. In order to achieve this, the Education and Inclusion Service will seek to work collaboratively with pupils, parents, schools, and other services and agencies, as appropriate.

At the point of awareness that a potential long term absence is possible, the school will engage with parents to ensure they are aware of the support that can be provided and take measures to ensure this support is put into place.

3. Referral to the Education and Inclusion Service:

Referral to the Education and Inclusion Service will be made by the school via the Education and Inclusion Service referral form. Referrals should normally be supported by either:

- a Hospital Consultant
- a Senior Clinical Medical Officer
- a Consultant Child Psychiatrist
- a General Practitioner (GP)
- a member of the Hampshire Education Psychology Service (HEPS)

and made in partnership with the School Nurse service.

In addition, referrals should be supported by other services and medical agencies as appropriate.

4. Action Required to Initiate a Referral:

Referrals should be submitted to the Area Strategic Manager at the relevant Local Education Office (listed at the end of Appendix Item 3).

At the same time the school must convene a multi-agency planning meeting in conjunction with the Locality Team to include:

- the child or young person (if appropriate)
- parents/carers
- appropriate school staff

- Locality Team manager or representative
- Education and Inclusion Service representative
- Health representative
- representatives from other services, as appropriate

and the school should, normally formulate a plan with agreed named actions and outcomes that are recorded and circulated to the Team Around the Child (TAC) participants. The purpose of this meeting will be to determine whether the Education and Inclusion Service support is appropriate and, if so, to decide:

- a venue for the tuition (e.g. home, school, Education Centre, hospital ward, etc)
- system of ensuring tutor arrangements with parents, school and locality
- learning programme and pattern of attendance
- the levels of contribution from other services and agencies as part of an integrated support programme for the pupil
- a re-integration plan for the pupil including targets for re-integration
- monitoring arrangements
- the date of the next review meeting
- pastoral arrangements by the school
- appropriate coursework

5. Funding and Other School Responsibilities

Schools retain the Age Weighted Pupil Unit (AWPU) funding for pupils during the period of Education and Inclusion Service provision and will be charged according to the agreed formula.

The home school will also be responsible for:

- monitoring the agreed action plan for the pupil and informing all relevant parties of any changes
- providing or loaning specialist resource materials, where possible (such materials to be itemised and returned to the school at the end of the period of Education and Inclusion Service provision)
- making examination arrangements (e.g. GCSE, SATs, etc.)
- examination entry fees
- overall collation and assessment of examination coursework
- any off-site activity (if appropriate).

and supported by the Education and Inclusion Service.

6. Responsibilities of the Hampshire Education and Inclusion Service:

The Hampshire Education and Inclusion Service will be responsible for:

- the delivery of a suitable and flexible curriculum appropriate to the pupils' needs. (This will be based on a minimum provision of 5 hours per week personalised learning. Wherever possible students will receive full time education. It is recognised, however, that for medically unwell students the level of their provision may need to be directed by health professionals)
- drawing up weekly/monthly reports outlining the pupils' progress and achievements and circulating these as agreed in the action plan
- maintaining accurate weekly/monthly attendance records and circulating these as agreed in the action plan.
- overseeing, in partnership with the home school, the implementation of the agreed re-integration programme.
- attending new meetings

7. Withdrawal of the Education and Inclusion Service provision:

A meeting should be convened to:

- review the learning outcomes of the child or young person and their readiness to return to school
- where a child or young person fails to attend or to make him/herself available on a regular basis without production of a medical certificate or without having a valid reason for absence (as determined by the Education and Inclusion Service tutor in conjunction with the school), all relevant parties will be invited to a meeting to be convened by the home school. The purpose of the meeting will be to review the education plan and establish an appropriate way forward to engage with the child or young person and their family.

8. Procedural Action:

A flowchart can be found in Appendix Item 1 which outlines the referral process.

9. Monitoring

The governors will know this policy is effective through:

Policy on meeting the needs of pupils with medical conditions

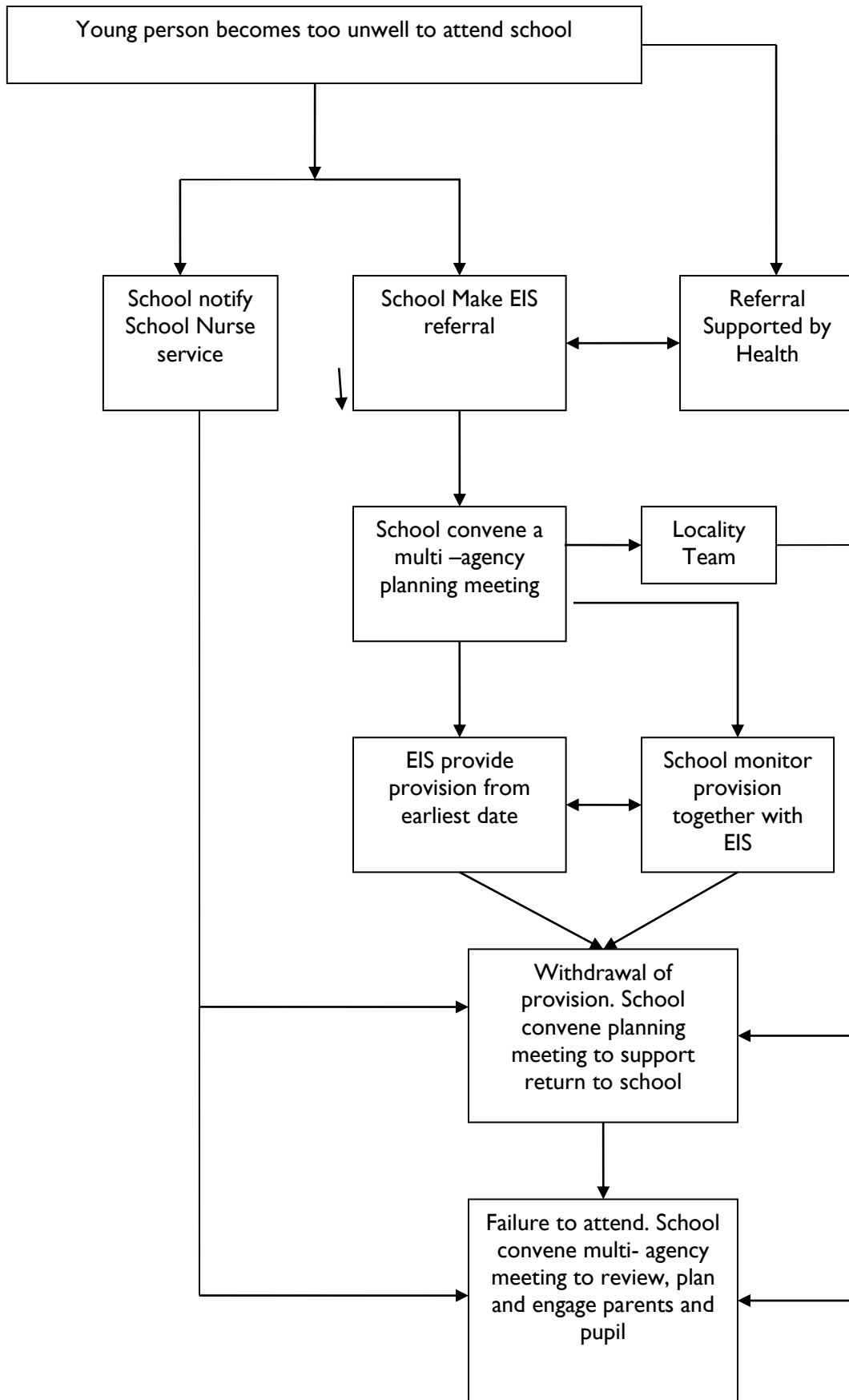
Created by Nikki Riches

Date policy adopted November 2011, Reviewed September 2013, 2014 & 2015 2016,2017,2018, 2019, May 2022, November 2024

Next review: November 2026

Version control:	V2 November 2024 Change of date for when policy was reviewed.
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Appendix Item 1



Education Inclusion Referral Form

PUPIL DETAILS

Name: _____ Date of Birth: _____ Year Group: _____

School: Freegrounds Infant School UPN: _____

Address: _____

Postcode: _____ Ethnicity: _____ First Language: _____

FAMILY DETAILS

Parent / Carer

Parent / Carer Name
Relationship
Address
Post Code
Home Phone
Mobile Phone
Email

Parent / Carer Name
Relationship
Address
Post Code
Home Phone
Mobile Phone
Email

Siblings

Name	DoB	School

REASON FOR REFERRAL:

- At risk of permanent exclusion
- Significant emotional problems
- Medical
- Other

SCHOOL DETAILS

Previous School attended: _____

Details of all previous schools (including managed moves as applicable):

Please give the name of the staff member responsible for liaison and provision of school work

Name (please print): _____ Position: _____

Telephone number: _____ Email address: _____

Child Protection Issues: Yes No

Child in Care: Yes No

Eligible for Pupil Premium: Free School Meals Forces

SEN STATEMENT Yes No In progress

If YES Reason for statement:

Issue date: _____ **Date of last annual review:** _____

OTHER DETAILS

Does the pupil have a disability? YES / NO (delete) If yes, please describe

CAF Completed: Yes No **Lead Professional:**

Telephone: _____ **Email address:** _____

If CAF completed please detail TAC meetings/attach minutes

BACKGROUND INFORMATION

Emotional and Social Issues

Feeling special; early attachments; risking/actual self-harm; phobias; psychological difficulties; coping with stress; motivation, positive attitudes; confidence; relationship with peers; feeling isolated and solitary; fears; often unhappy

Behavioural Issues

Lifestyle; self-control; reckless or Impulsive activity; behaviour with peers; substance misuse; anti-social behaviour; sexual behaviour; offending; violence and aggression; restless and overactive; easily distracted, attention span/concentration/criminal behaviour

Medical

Learning Difficulties / Attitudes to Work

Enthusiasms / Interests and Strengths

Previous Strategies

Please describe the strategies already employed and provide copies of Individual Education Plans/Individual Behavioural Plans/Pastoral Support Plans

Anticipated outcomes - what would you hope to achieve following this referral?

Please share your ideas for how the school and the centre might work together to meet the needs of this pupil.

Please confirm Parents/carers support for this referral Yes

Profile of Pupil Capability - please complete as fully as possible

Key Stage 2

	Reading	Mathematics	Science
Test level achieved			
Teacher assessment			

Key Stage 3

	English	Mathematics	Science
Test level achieved			
Teacher assessment			

Cognitive Abilities Test

Verbal	Quantitative	Non-verbal	Average

Reading Age	Spelling Age	Dates when tested

Key Stage 4

Targets for GSCE Performance

Subject	Exam Board	Current Grade	Target Grade	Subject	Exam Board	Current Grade	Target Grade
English				Design Technology Please specify			
Maths				Option 1			
Science				Option 2			
Humanities Please specify				Option 3			
14-16 College Course				Extended Work Experience			

Examinations Officer:

Telephone: _____ Email address: _____

Attendance %: _____

DETAILS OF OTHER AGENCIES INVOLVED WITH THE PUPIL

	Name	Tel/E-mail
Locality Team		
Education Psychologist		
Children's Services		
YCP/YOT		
Health (eg CAMHS)		
Other (please indicate)	School Nurse - Kerry Taylor	02380 453593

EIS REFERRAL CHECKLIST

Please ensure that the relevant parts of the following information are attached before sending them, with this form to the appropriate EIS office. ***Failure to send all the supporting information will delay the processing of this referral.***

- ⇒ Any reports (eg academic / EP and other agency involvement)
- ⇒ Attendance Record
- ⇒ Copy of SEN Statement
- ⇒ IEP / IBMP / PSP
- ⇒ Most recent PEP
- ⇒ Behaviour Logs
- ⇒ Risk Assessment
- ⇒ Evidence of Child and Family Therapy involvement (**essential for EV referral**)
- ⇒ Recent medical report confirming inability to attend school (**essential for medical referral**)

Headteacher's Signature: _____ Date: _____

Please return completed form for the following areas:-

**East Hampshire
Fareham and Gosport
Hart and Rushmoor
Havant**

David Retter
Area Strategic Manager (Alternative Provision)
Local Education and Inclusion Office
First Floor
Alton Health Centre
Anstey Road
Alton
GU34 2QX

Courier Route CF62

Telephone: 02392 441507
Fax: 01962 834552

Personal Assistant - Claire Lyne
Claire.lyne@hants.gov.uk

For the following areas:-

**Basingstoke and Dean
New Forest
Test Valley
Winchester and Eastleigh**

David Harvey
Area Strategic Manager (Alternative Provision)
Winchester Local Office
Falcon House
Monarch Way
Winchester
SO22 5PL

Courier Route CA12

Telephone: 01962 876263/876268
Fax: 01962 876328

Personal Assistant - Annette Bailey
annette.bailey@hants.gov.uk