

# BLAENAU GWENT POLICY FOR THE EDUCATION OF CHILDREN AND YOUNG PEOPLE WITH MEDICAL NEEDS

Education  
Inclusion Service

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Cyngor Bwrdeisdref Sirol

**Blaenau Gwent**

County Borough Council

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## RATIONALE

Blaenau Gwent's Local Authority provides temporary educational support for pupils who are unable to attend school for medical reasons, including anxiety, where mainstream school is not appropriate. The purpose is to minimise disruption to education, provide access to as much education as their medical condition allows, and enable pupils to return to school as soon as their health permits. This will normally be via the tuition service but for those pupils, who require a placement at Ty Afon, there must be ongoing CAMHS involvement and an IDP in place.

### Legal Background:

**Education Act 1996: Section 19.** *"Each local education authority shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusions from school, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."*

### Local authorities

**Supporting learners with healthcare needs. Welsh Government. March 2017. 215/2017**

*Local authorities should ensure education provision is available to learners, and should work with education settings to ensure learners with healthcare needs receive a suitable education. Where a learner of compulsory school age would not receive a suitable education for any period because of their health, the local authority has a duty to make arrangements to provide suitable education.*

## SCOPE

In determining what arrangements to make, a local authority must have regard to advice given by Welsh Government. Supporting learners with healthcare needs March 2017 (215/2017) is such guidance and should be read alongside this policy. There is specific reference in section 2.10 (Education other than at school EOTAS)

This policy covers the education of children and young people who cannot attend school for a short period because of health problems, who would not otherwise receive a suitable fulltime education without Local Authority support.

## SERVICE AIM

Blaenau Gwent County Borough Council provide support for learners through home tuition, who are of compulsory school age and who are unable to attend school on a full-time basis for a short period. This includes circumstances where the learner is likely to be absent from school for a significant period, e.g. more than 15 school days, whether consecutive or cumulative over the course of an academic year. Where absences are anticipated or known in advance, close liaison

between the school and local authority should enable the home tuition to be provided from the start of absence.

By placing the education and health needs of the learner central to our plans, the aim is to reintegrate pupils back into mainstream education at the earliest opportunity. Whilst Blaenau Gwent County Borough Council has the responsibility to arrange short term education provision for medically referred pupils, we recognise there is a need for school to adopt a multi-agency approach to ensure learners and families have access to support services such as, Education Welfare Service, Educational Psychology Service, Child and Adolescent Mental Health Services (CAMHS), and where relevant, school nurses. To coordinate multi agency planning, a Pastoral Support Plan (PSP) should be used, by school.

It is recognised that mainstream schools provide the best educational opportunity for learners. Any learners that are potentially unable to return to their main school setting for a protracted period e.g. school half term or more must still be regularly monitored and supported through the Pastoral Support Planning (PSP) process. Schools should make a concerted effort to continue to support additional and different strategies for reintegration; this may include the subject of appropriate multi-agency professional assessments i.e. CAMHS and Educational Psychology Service. Where clarity exists through professional assessments, and ongoing CAMHS intervention, that the needs of learners may be best met in a smaller educational setting learners should be referred to Ty Afon for full time longer term educational provision and support. This will be done by following the graduated response.

All placements will be for an initial 6-week trial period and then reviewed by school, the tuition service/Ty Afon, and a member of Inclusion. All other professionals involved with the child should also be invited.

## **TUITION: CAPACITY**

Tuition will be agreed by the Vulnerable Learner Panel. Due to the high demand for tuition, tuition will not be offered to a pupil on a long-term basis. It is anticipated that tuition will be offered short term for a maximum of 1 - 2 terms if the initial trial period is successful.

## **EXIT CRITERIA**

If tuition provision is offered, pupils will be reviewed by school, the tuition service, the youth service, and a member of Inclusion every 6 weeks to establish when a return to school is appropriate. All other professionals involved with the child should also be invited. At the end of the maximum provision of 2 terms, the review meeting will consider discharge to the host school, to another school or an alternative arrangement for the pupil's education.

## **REFERRAL CRITERIA: PRIORITY LIST**

- have been admitted to hospital.
- pupils who are unable to attend school due to physical illness.
- pupils who are unable to attend school due to a mental health illness or anxiety.
- girls of compulsory school age who are pregnant or new mothers with additional health related needs that mean they are unable to remain in their own school.
- pupils returning from elective home education, where there is evidence that the child has not been in receipt of an appropriate education.

Tuition will normally only be considered where the pupil's anticipated absence will be for longer than 15 school days. Schools should note that for the first 15 school days of a pupil's absence they are responsible for the pupil's education.

**Pupils with poor attendance and pupils excluded or in danger of exclusion for presenting inappropriate behaviours as the main concern are not appropriate referrals for tuition.**

## **SCHOOL REFERRAL PROCESS**

Schools should have a Health Care Needs Policy and a named person responsible for dealing with pupils who are unable to attend school because of medical needs. This member of staff or an appropriate middle or senior leader will ensure the completion of the referral form and submission of relevant medical evidence.

A referral for home tuition must originate from the mainstream school, using the home tuition referral form (schools complete PART A), and must be supported by medical confirmation from one of the following health professionals:

- GP
- Consultant Paediatrician
- Consultant Child Psychiatrist or Adolescent Psychiatrist
- Hospital Consultant

The health professional will need to complete **PART B** of the referral form and **return it to the referring school.**

Schools hold responsibility to ensure medical evidence is obtained from the health professionals listed above with minimal delay.

Schools may make a referral for home tuition if they are concerned about a pupil who is unable to attend school because of medical reasons and is likely to be without access to education for more than 15 school days. Schools should have made reasonable steps to meet the short-term needs of the pupil, including providing schoolwork. The school must seek the signed approval of parents for referral before requesting medical information from a health professional.

The school should then complete PART A of the referral form and send the form to the appropriate health professional for completion of PART B. The school will then submit the fully completed form to: [BSInclusionSupport@Blaenau-Gwent.gov.uk](mailto:BSInclusionSupport@Blaenau-Gwent.gov.uk)

Officers from the Local Authority will consider the referral at VLP and make a decision whether to allocate a home tuition provision. School will inform the parent of the decision of panel and once a tutor has been assigned to support the pupil, they will make contact with the parent.

When a pupil has a Statement of Special Educational Needs/ or Local Authority IDP, the school will need to hold an interim review with recommendations from the Review being forwarded for consideration by the ALN panel. As such, the processes outlined in this document do not apply to such pupils.

## RESPONSIBILITIES OF THE SCHOOL

The pupil **must** remain on roll of the school.

The school will remain responsible for:

- Producing a written Health Care Needs policy
- Nominating a named person in school to liaising with parents, pupil, the local authority, and others involved in the education and care of the pupil.

The named person should:

- Ensure half termly schemes of work and associated resources are available to the tutor to assist in the teaching of pupils, if required.
- Mark and record any work received or returned during the absence including any coursework / controlled assessments.
- Should notify the EWS if a child is likely to be away from school due to medical needs for longer than 15 school days by email.
- Arrange all agreed examination entries and examination entry fees.
- Plan for pupils to sit examinations including invigilation and where appropriate applying for any special exam access arrangements.
- Coordinate any additional educational provision such as work experience placements suitable for the age, ability, and health care needs of the pupil.
- Coordinate additional support e.g. Careers Wales to support post 16 employment, education, or training plans.
- Convene Annual Review or PCP Review meetings for those pupils who have a statement of Special Educational Needs or an IDP.
- Obtaining medical advice and evidence of on-going intervention and treatment.

## SAFEGUARDING AND REGISTRATION PRACTICE

The learner **must** remain on the roll of the school and always remains the responsibility of the school. The attendance register must accurately reflect the pattern of home tuition provision and pupil attendance in home tuition sessions. The following attendance register codes must be used:

- B code (present) – To be used when pupil has attended a home tuition session.
- C code (authorised absence) – To be used when pupil is not attending school site and does not have a scheduled home tuition session.
- O code (unauthorised absence) – To be used when pupil has not engaged or attended a home tuition session without an authorised reason.
- I code (authorised absence) – To be used when pupil has not engaged or attended a home tuition session due to certified illness.

## SCHOOL MONITORING AND EVALUATION

The pupil's home tuition provision should be an extension of their school experience wherever possible. The school key worker, i.e. pastoral support officer, should seek to maintain contact with the family and to ensure that the child has access to social contacts or other school activities

(events and excursions) offered by the school wherever possible. This contact should be weekly as a minimum.

As a minimum expectation, schools must hold half-termly review meetings with pupil, parents, relevant support agencies and where possible the allocated tutor. The meeting should discuss educational progress and the medical condition and treatment plan for the pupil.

Schools should use the Pastoral Support Planning (PSP) process to facilitate a multi-agency approach that would support successful reintegration into mainstream school. For some pupils, reintegration is likely to be a gradual process over a period. Initially some children and young people will benefit from flexible arrangements which may include attending school part-time while retaining some additional support.

Concerns regarding engagement in the home tuition should be discussed with the school Education Welfare Officer. Where there is disengagement with the home tuition without a justified medical reason then tuition will be withdrawn. In these circumstances, schools should follow attendance policy procedures that may include the issuing of fixed penalty warning letters and an application to the Local Authority for a Fixed Penalty Notice.

## **RESPONSIBILITIES OF PARENTS**

We expect parents to:

- Ensure that the child attends all education sessions on time and with the correct equipment. Any teaching session that is arranged to take place at will only proceed if there is a recognised appropriate adult in attendance for the whole of the teaching session. Tutors will not progress any sessions without the presence of an appropriate adult or somebody with Parental Responsibility for the child. In circumstances where a pupil fails to attend or makes themselves available for home tuition without having a valid reason for absence or having appropriate medical certificate, and where reasonable attempts have been made to support pupil attendance, home tuition will be withdrawn.
- Support their child attend any medical treatment or therapeutic programme recommended by any other agency as part of a rehabilitation and reintegration package. Isolated education provision sessions do not in themselves support a programme of reintegration nor do they give the pupil sufficient confidence to ensure successful return to school.
- Regularly communicate with the tutor and designated person in school. Attend any planned review meetings and / or Pastoral Support Plan meetings held by school.

## **RESPONSIBILITIES OF THE LOCAL AUTHORITY**

- Children and young people educated at home should receive a **minimum entitlement** of 5 hours teaching per week in Key Stages 1, 2, 3 and 4. This level of provision could be increased by agreement with the Local Authority. However, in most such cases any increases in education should focus on reintegration back to school.
- Ensure commissioned supply agencies meet necessary quality assurance standards through 'Service Level Agreements.' This work is the responsibility of the Inclusion Service.
- Review and quality assurance meetings will take place every half term with the commissioned supply agencies that provide home tuition. Officers within the Local Authority

attend these meetings. Summative minutes and actions / recommendations will be emailed to the school.

- Ensure commissioned supply agencies effectively communicate with school. This includes returning completed work, sending regular reports on attendance and progress.
- Ensure schools conduct regular half termly review and / or PSP meetings. Education Welfare Officer / Attendance Support Officer will attend these meetings.
- Monitor absence recording processes to ensure that schools accurately record pupil attendance and follow attendance processes consistent with the school attendance policy.
- The Inclusion Manager has overall responsibility for home tuition policy for children and young people with medical needs.

## **RESPONSIBILITY OF HEALTH**

We expect relevant health professionals supporting a programme of treatment for the child to:

Provide updates to schools through the monitoring and review process, by attending planned multi agency review meetings / pastoral support plan meetings and / or completing form HT2 (medical information update)

Referral forms should be sent electronically to:

[BSInclusionsupport@Blaenau-Gwent.gov.uk](mailto:BSInclusionsupport@Blaenau-Gwent.gov.uk)

## **WITHDRAWAL OF TUITION**

Tuition will be withdrawn if the pupil fails to attend or make themselves available for tuition on a regular basis without evidence of a medical reason for this and the Education Welfare Officer will be notified if there is an attendance issue. If the provision is considered inappropriate during the initial planning stage, the provision will be ended. In this event, the referrer and school will be notified through the review process.

## **SUCCESSFUL RE-INTEGRATION INTO SCHOOL**

Schools and Local authorities are responsible for ensuring that an individually tailored plan is in place for pupils before they return to school.

The local authority will work with the tutor, host school representative, parents, and professionals to facilitate a return to school. The local authority will co-ordinate a school re-integration plan or some other exit strategy. For example, home tuition will gradually reduce as time in school increases.

A member of the local authority Inclusion Service will keep in regular contact with professionals involved in the pupil's case. In partnership with the tuition service, school and other agencies, the local authority will oversee the reintegration process when the relevant professionals agree that the pupil is well enough to go back to school. Some pupils may go on to more long-term specialist



provision if their mental health illness cannot be effectively addressed during the short period of tuition.

A review meeting will be convened to review the Individual learning plan and look at all a child's needs and how they can be best met for effective reintegration to take place. A review of the ILP at this stage will:

- bring together the support provided by all the different agencies.
- identify any on-going medical support that the pupil might need or any reasonable adjustments that may be required.
- consider whether the pupil will be back in school for the long term, whether he/she is likely to fall ill again soon or need further medical intervention.
- review academic progress.
- Consider what support will be required to reintegrate the pupil back into school successfully.

The pupil and parents/guardian should attend the reintegration meeting and should be given the opportunity to put forward his or her views. These views should be recorded in the ILP.

After a pupil has been successfully reintegrated, the support available from the different agencies should not stop immediately. A final review meeting should be held after the pupil has been back at school for about eight to ten weeks. The purpose of this meeting will be to ensure that the pupil has reintegrated successfully and that strategies are working. This meeting can decide whether any on-going support is required and whether any future review meetings will be required. It will also be a useful forum for evaluating the multi-agency service that was provided whilst the pupil was too ill to attend school. School are responsible to update the LA following this meeting

## **ELECTIVE HOME EDUCATION**

Tuition should not be confused with Elective Home Education which involves the parent or guardian of a child removing the child from local authority schooling and accepting the responsibility of providing an appropriate

### **Related documents**

Supporting learners with healthcare needs. Welsh Government Guidance document: 215/2017.

<https://gov.wales/sites/default/files/publications/2018-12/supporting-learners-with-healthcare-needs.pdf>

# Appendix 1

## EDUCATION AND HOME TUITION REFERRAL FORM HT1 – HOME TUITION (PART A)

All referrals are the responsibility of the school and must come from the school with written evidence of the illness and confirmation of on-going medical intervention (PART B) Referrals for home tuition will not be considered until this form has been completed and returned by the school. **The medical evidence part of the form must also be completed (PART B).** (Failure to do so will lead to a delay in any home tuition). The pupil needs to have had an injury, diagnosed illness or an acute episode of a mental illness which prevents them from attending school beyond 15 days.

Information on this form will be shared with all professionals working with the pupil.

<b>School:</b>	<b>School contact for Pupil:</b>
<b>School Tel:</b>	<b>E Mail:</b>
<b>Pupil Name:</b>	<b>Date of Birth:</b>
<b>Year Group:</b>	<b>Gender:</b>
<b>Current Attendance:</b>	<b>Last Day attended:</b>
<b>Pupil Address:</b>	
<b>Name of Parent/Carer:</b>	<b>Tel No:</b>
<b>Emergency Contact:</b>	<b>Emergency Tel No:</b>
<b>Other Agencies involved:</b>	<b>Key Worker/Tel No:</b>

### Reason for Referral

- Describe the Medical Condition with reasons why the pupil may experience barriers to learning participation and achievement and are not able to attend school.

• List the strategies which have been explored around maintaining this pupil in school.			
Subject	Exam Board	Date of Exam	Predicted Grade
• Please outline the school's plan for the continuing education of this pupil.			

**Has the school identified the pupil as having Additional Learning Needs? YES/NO**

**If YES, please tick which area of ALN and forward to [ALNpanel@blaenau-gwent.gov.uk](mailto:ALNpanel@blaenau-gwent.gov.uk)**

**Cognition and Learning  
Behavioural, Emotional  
Social Development**

**Communication and interaction.  
Sensory / Physical**

**If the pupil has an Individual Development Plan or Statement, please attach a copy plus appendices.**

**For Key Stage 4 pupils please give details of any examinations likely to be taken.**

**Parental Agreement to share Medical Information**

I give my permission for health professionals working with my son/daughter to share medical information with educational professionals by completing part B of this form.

I understand that if home tuition is agreed then this is dependent on engagement in on-going programme of treatment / medical intervention.

**Signed (parent):** .....

**Date:** .....

**REFERRAL MADE BY:**

**Name:** .....

**Position in school:** .....

**Telephone No:** .....

**School:** .....

Signed: .....

Date: .....

**(PLEASE NOTE) Medical Evidence**

**PART B of this form must be sent for completion to the appropriate Medical Professional. Please refer to the policy for accepted Medical Professionals. General Practitioner referrals will not be accepted. If the pupil is working with a CAMHS professional, and you know the name of this person please send the form to them. Once PART B has been completed, the form should be sent to:**

BSInclusionSupport@Blaenau-Gwent.gov.uk

**Medical Information (PART B)**

**To be completed by the Medical Professional supporting a referral by a school to Blaenau Gwent County Borough Council Education. To be returned to the school on completion.**

Please note that, for Blaenau Gwent County Borough Council to continue to offer a home tuition service there must be written evidence of ongoing medical intervention. The pupil needs to have had an injury, diagnosed illness or a diagnosis of an acute mental health episode. (These pupils should be receiving ongoing intervention from a CAMHs professional)

Name of Pupil ..... DOB .....

Medical Condition .....

Date Pupil was first seen. ....

Brief History of Medical Issues

.....  
.....

Current involvement and treatment

.....  
.....

Date on which pupil was first seen. ....

Plans for medical intervention / by whom **and with timescales.**

.....  
.....  
.....  
.....

Is the pupil on any medication? Please give detail.

.....  
.....

Describe the issues which would make it difficult for this pupil to attend school in the conventional context e.g. full time?

.....  
.....  
.....

Are there any issues around safety of the pupil which ought to be known to those working with him/her?

Yes, No

If yes, please provide details.

.....  
.....  
.....

Likely period of absence from school.....  
It is my professional opinion that the pupil .....(please tick):

Has had an injury/operation which currently prevents them from attending school.

Has a diagnosed illness which prevents them from attending school?

Is experiencing a diagnosed acute medical health episode which prevents them from attending school (These pupils should be receiving ongoing intervention from a CAMHs professional).

Is experiencing mental health problems **but can** attend school either part time or full time with additional school coordinated multi-agency support.

Signed ..... Date .....

Position .....

**CAMHs referrals should be counter signed by the team manager.**

**CAMHs Team Manager** ..... **Date** .....

## Appendix 2

*Health Needs Tuition Criteria updated 30/07/24.*

**EDUCATION AND EARLY INTERVENTION SERVICES  
MEDICAL INFORMATION REVIEW FORM HT2 – HOME TUITION**

**This form is to be used by schools to provide current medical information relating to a pupil who has previously been assessed as being unable to attend school for a short period of time.**

**Information on this form will be shared with all professionals working with the pupil.**

**Parental Agreement to share Medical Information**

I give my permission for health professionals working with my son/daughter to share medical information with educational professionals by completing this form.

I understand that the continuation of home tuition is dependent on engagement in an on-going programme of treatment / medical intervention.

Signed..... Date.....

**Medical information review request made by:**

Name.....

Position in school..... Telephone No.....

School..... Email.....

Signed..... Date.....

**Medical Information review (HT2)**

**To be completed by the Medical Professional supporting a pupil who has previously been assessed as unable to attend school due to medical reasons.**

**This form is to be returned to the school on completion.**

Please note that, for Blaenau Gwent County Borough Council to continue to offer a home tuition service there must be written evidence of ongoing medical intervention. The pupil needs to have had an injury, diagnosed illness or a diagnosis of an acute mental health episode. (These pupils should be receiving ongoing intervention from a CAMHs professional)

Name of Pupil..... DOB.....

Medical Condition.....

Date Pupil was first seen.....

Brief History of Medical Issues

.....  
.....

Current involvement and treatment

.....  
.....

Date on which pupil was first seen.....

Plans for medical intervention / by whom **and with timescales.**

.....  
.....  
.....

Is the pupil on any medication? Please give detail.

.....  
.....

Describe the issues which would make it difficult for this pupil to attend school in the conventional context e.g., full time?

.....  
.....



Are there any issues around safety of the pupil which ought to be known to those working with him/her?

Yes No

If yes, please provide details.

.....  
.....  
.....

Likely period of absence from school.....

It is my professional opinion that the pupil ..... (please tick)

Has had an injury/operation which currently prevents them from attending school.

Has a diagnosed illness which prevents them from attending school?

Is experiencing a diagnosed acute medical health episode which prevents them from attending school (These pupils should be receiving ongoing intervention from a CAMHs professional).

Is experiencing mental health problems **but can** attend school either part time or full time with additional school coordinated multi-agency support.

Signed.....

Date.....

Position.....

**CAMHs referrals should be counter signed by the team manager.**

**CAMHs Team Manager**.....

**Date**.....

**(PLEASE NOTE) Medical Evidence**

**This medical information review form must be sent for completion to the appropriate Medical Professional. Please refer to the policy for accepted Medical Professionals. General Practitioner information will not be accepted. If the pupil is working with a CAMHS professional, and you know the name of this person please send the form to them.**

**Schools:**

**Once this form HT2 has been completed, the form should be sent to:**

[BSInclusionSupport@Blaenau-Gwent.gov.uk](mailto:BSInclusionSupport@Blaenau-Gwent.gov.uk)