

HAVEN HIGH TECHNOLOGY COLLEGE

Policy for ensuring support for students absent with medical needs

When students are absent from the college on medical grounds, it is important that they are able to keep up with their studies, as far as their medical condition allows. The college will ensure that the student has the educational support that they need.

The college has a named person responsible for oversight of this policy. The named person is Mrs E Carr, Assistant Head Student Services across the federation. The day to day contact between home and college will normally be the student's Head of Year.

The college will:

- Inform the Education Welfare Officer and the Local Authority if it is known that the student is likely to be absent on medical grounds for more than 15 school days, or if the absence on medical grounds accrues more than 15 days.
- Provide work to go home at the earliest opportunity.
- If the student is in hospital, supply the appropriate education provider with information about their capabilities, educational progress, and programmes of work.
- Liaise with home and hospital services to enable them to draw up a personal education plan to cover the complete education for a pupil who is likely to be at home for more than 15 working days, and pupils with chronic illnesses who regularly miss school. This plan should be agreed with appropriate health service staff.
- Monitor progress and reintegration into college, liaising with other agencies as necessary.
- Ensure that any necessary support is given to students with Special Educational needs.
- Ensure that students who are unable to attend college on medical grounds are kept informed about college social events and are able to participate where possible in activities such as homework clubs and study support.
- Ensure that where appropriate, provision will be made for the student to be able to take any external exams.
- Encourage and facilitate liaison with peers, for example, through visits where appropriate.
- Provide work packs in advance for students who are admitted to hospital on a regular basis.

The college will not remove a student who is unable to attend college on medical grounds from the register without parental request or permission, unless a school medical officer certifies that the student is unlikely to be in a fit state to attend college before ceasing to be of compulsory school age.

Successful reintegration into school

The college will play a key role in ensuring successful reintegration. Consultation with the student and parents about concerns, medical issues, timing and pace of return is important. Key staff such as head of year, home and/or hospital tutor, and Connexions personal adviser (for students who are 13 to 16) could meet to discuss this case. Friends and other students can help a student settle back in college. Extra support should be provided when it is clear what has been missed; diagnostic testing is a good way to assess any gaps.

Partnership with parents, college and student

Parents hold key information and knowledge and have a crucial part to play. They should be fully-collaborative partners and should inform the college fully about their child's medical needs. They will be informed about their child's educational programme and performances. Students also have a right to be involved in making decisions and exercising choice.