



**Barcombe Hamsey Plumpton
Skylark Federation**

Children with Health Needs Who Can't Attend School Policy

**Reviewed and approved by FGB: 07.07.22
Next review: Summer 2023**

Signed Chair of Governors Date

Signed Executive Head Teacher Date.....

ISEND TEACHING AND LEARNING PROVISION

Medical Needs Service Policy

This policy is to be read in conjunction with the following statutory guidance and legislation:

- [Overview – Privacy notice - Inclusion, Special Educational Needs and Disability \(ISEND\) Service: your information and you – East Sussex County Council](#)
- [Education Act 1996](#); Section 19
- [Ensuring a good education for children who cannot attend school because of health needs](#). Statutory guidance for local authorities; January 2013
- [Equality Act](#); 2010
- [Independent Schools Inspection Handbook](#)
- [School Inspection Handbook](#)
- [SEND Code of Practice 0-25 years](#) Statutory guidance for organisations which work with and support children and young people with special educational needs or disabilities; January 2015
- [Supporting pupils at school with medical conditions](#) Statutory guidance for governing bodies of maintained schools and proprietors of academies in England; December 2015
- [Supporting pupils with medical conditions – templates](#); May 2014

Contents

1. The underlying principles behind this policy	4
2. Role and responsibilities of East Sussex County Council	4
2.1 Named Person	5
3. Roles and responsibilities of East Sussex schools	5
3.1 Ofsted	6
3.2 School Policies	7
4. School Health Team	8
5. Elective Home Education.....	9
6. Early Years and Post-16.....	10
7. Hospital in-patients.....	10
8. Children with life-limiting and terminal illness.....	10
9. Pregnant Pupils	11
10. Pupils with SEND	11
11. Medical Needs Service Provision	11
11.1 Schools' checklist.....	11
11.2 ISEND Front Door Referral.....	13
a. Appropriate Medical Evidence	13
b. Attainment Information	14
c. Additional Needs Plan (ANP)	14
d. Current attendance registration certificate.....	15
e. Individual Healthcare Plan.....	16
12. Referral acceptance.....	16
13. Individual Education Meeting (prior to provision commencing)	16
14. Review/Reintegration Individual Education Meeting (IEM)	17
15. Continuation	17
16. End of Provision.....	17

1. The underlying principles behind this policy

East Sussex County Council Children's Services are committed to ensuring that all children and young people who reside in the county receive a good education to maximise their learning potential. A fundamental part of our Local Offer [Special needs and disability - Local Offer – East Sussex County Council](#) aims to ensure that all children and young people are given the opportunity of an inclusive education that meets their specific needs.

Children and young people who have additional health needs are, by the nature of their difficulties, at risk of failing to reach their true potential within an educational context. This is particularly the case for children and young people whose health needs prevent them from attending school for an extended period, or for those who are restricted by their health needs to attending school on a part-time or sporadic basis.

This guidance aims to outline the support available within East Sussex from the Teaching and Learning Provision (TLP) for children and young people with additional health needs. This includes details of when and how provision may be arranged if required, and the respective roles and responsibilities of the local authority, schools, parent/carers, service providers and other agencies.

2. Role and responsibilities of East Sussex County Council

The statutory guidance is clear that there will be a wide range of circumstances where a child has a health need but may receive suitable education that meets their needs without the intervention of the local authority. For example, where the child can still attend school with some support or where the school has made arrangements to deliver suitable education outside of school for the child.

East Sussex County Council is responsible for arranging suitable full-time¹ education for children of compulsory school age who, because of illness, would not receive suitable education otherwise. This duty applies to all children and young people who live in the county of East Sussex, regardless of the type² or location³ of the school they would normally attend and whether or not they are on the roll of a school.

The law does not define full-time education, but children with health needs should have provision which is equivalent to the education they would receive in school. East Sussex County Council's medical needs provision is provided by ISEND Teaching and Learning Provision (TLP). Please see section 11 for further information.

¹ Unless it is evident that a pupil's condition means that full-time provision would not be in their best interests

² Inclusive of pupils attending academies, free schools, special schools, independent schools or maintained schools.

³ Where a child is ordinarily resident in East Sussex but attends school outside the county, East Sussex retains responsibility for arranging medical needs provision for that child.

The Teaching and Learning Provision (TLP) Medical Needs Service at East Sussex County Council [ESCC] sits within the Inclusion Special Education Needs and Disability Service (ISEND). ESBAS (the Education Support, Behaviour and Attendance Service), Assessment and Planning (the service for children with an Education and Health Care Plan – EHCP) and CLASS (Communication, Learning and Autism Support Service) are also located within this team and strong links are therefore in place. The TLP aims to work closely with NHS colleagues including CAMHS and individual health and education plans for children are co-produced.

2.1 Named Person

It is a statutory requirement that local authorities have a named person responsible for the education of children with additional health needs. In East Sussex the named person is:

Chloe Cushing – TLP Service Manager

TLP.team@eastsussex.gov.uk

Tel: 01273 336888

The TLP Service Manager is responsible, in liaison with schools and professionals, for ensuring that East Sussex County Council Children's Services fulfils its statutory duties in relation to medical needs provision for children and young people who cannot attend school for medical reasons.

Parent/carers, in the first instance, should contact schools to discuss their child's medical needs. Following this, parent/carers can contact the TLP Service Manager to discuss their child's specific circumstances relating to medical needs education provision. This may be particularly appropriate in instances where they feel their child's educational needs are not being addressed due to a medical condition or ill health.

Schools can contact the TLP Service Manager or deputy service manager in order to obtain support, advice and guidance in relation to medical needs education provision and their own statutory responsibilities in supporting children with additional health needs, both in general terms and in relation to specific cases.

The TLP Service Manager will also liaise with professionals and colleagues within both health and education as appropriate to ensure children with additional health needs are able to access a suitable education and return to school as soon as they are able.

3. Roles and responsibilities of East Sussex schools

Schools (including maintained schools, maintained nursery schools, academies, and alternative provision academies) are required by law to make arrangements to support pupils at their school with medical conditions.

This duty is detailed in Section 100 of the [Children and Families Act 2014](#) and statutory guidance entitled [Supporting pupils at school with medical conditions](#) has been produced by the Department for Education to assist schools in understanding and complying with this legislation. Governors, proprietors and management committees should make themselves familiar with this guidance.

Independent schools are not obliged to follow the statutory guidance contained within Supporting Pupils at School with Medical Conditions. However, the non-statutory advice within this document is intended to assist and guide these schools in promoting the wellbeing and academic attainment of children with medical conditions.

The key points detailed in the guidance indicate that:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Schools may need to make 'reasonable adjustments' to accommodate pupils with medical needs.
- Governing bodies/proprietors/management committees must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies/proprietors/management committees should ensure that school leaders consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are effectively supported.

3.1 Ofsted

During an Ofsted inspection, schools may be asked to demonstrate how they are working with other agencies to support pupils with medical needs. Schools can contact the TLP Service Manager to discuss how TLP can support the school during an Ofsted inspection in regard to information regarding specific students that TLP are supporting or to arrange a visit of an Ofsted inspector to one of the TLP centres. The Education Inspection Framework states that:

Inspectors will evaluate the experience of particular individuals and groups, such as pupils for whom referrals have been made to the local authority (and check, for a small sample of these pupils, how the referral was made and the thoroughness of the follow-up), pupils with SEND, children looked after, those with medical needs and those with mental health needs.

In order to do this, inspectors will look at the experience of a small sample of these pupils and consider the way the school is working with the multi-agency group to ensure that the child receives the support they need.

For pupils with SEND, this will include ensuring that appropriate reasonable adjustments are made in accordance with the Equality Act 2010 and the SEND Code of Practice.

[School Inspection Handbook](#) - paragraphs 236 and 238

3.2 School Policies

The Department for Education guidance [Statutory Policies for Schools](#) includes the following which are relevant for pupils with medical needs (key section in brackets):

- Accessibility plan (7.1)
- Children with health needs who cannot attend school (7.3)
- Supporting pupils with medical conditions (7.7)
- First Aid in schools (10.2)

The excerpts below are taken directly from the guidance.

Accessibility plan

Applies to:

- local-authority-maintained schools, including maintained special schools
- academies
- free schools, including university technical colleges and studio schools
- independent schools, not state-funded
- sixth-form colleges
- pupil referral units (PRUs)
- non-maintained special schools

Review every 3 years.

The governing body is free to delegate approval to a committee of the governing body, an individual governor or the headteacher.

Non-statutory guidance on accessibility plans to help schools fulfil their duties under the act is included in our:

- [Equality act 2010 advice for schools](#)

Children with health needs who cannot attend school

Applies to:

- local-authority-maintained schools, including maintained special schools
- academies
- free schools, including university technical colleges and studio schools
- independent schools, not state-funded
- where a child is not on the roll of a school

We advise that governing bodies review this requirement annually. The governing body must approve.

Statutory guidance on education for children with health needs who cannot attend school:

- [Education for children with health needs who cannot attend school](#)

Supporting pupils with medical conditions

- academies
- free schools, including university technical colleges and studio schools
- independent schools, not state-funded
- sixth-form colleges
- pupil referral units (PRUs)
- non-maintained special schools

Schools are not required to have a specific first aid policy, but we provide the non-statutory advice you can follow.

We advise that governing bodies review this requirement annually. Non-statutory guidance on first aid provision:

[First aid in schools](#) Applies to:

- local-authority-maintained schools, including maintained special schools
- academies, excluding 16 to 19 academies
- pupil referral units (PRUs)

The governing body, proprietor and management committee is free to decide how often you review. However, it should be regularly reviewed and readily accessible to parents and school staff.

The governing body can approve for local-authority-maintained schools, proprietors of academies, and management committees for PRUs.

Statutory guidance about the support that pupils with medical conditions should receive:

- [Supporting pupils at school with medical conditions](#)

East Sussex County Council has produced a model policy for schools in regard to supporting pupils at school with medical conditions, it is available on the Web Shop - [East Sussex | Services 2 Schools Webshop](#)

First aid in schools

Applies to:

- local-authority-maintained schools, including maintained special schools

4. School Health Team

The School Health team are a team of public health practitioners, led by school nurses, who work with children, young people, their families, and schools in East Sussex.

Schools and families can refer - [School Health Service Referral Form](#)

Tel: 0300 123 4062

Service for Families

Focus is on promoting the health and wellbeing of all school-aged children. They can offer support and signposting with a variety of physical and mental health concerns.

Text Your School Nurse. Need to speak to someone now, contact us by text using our **confidential** text messaging service for parents and carers of children of ages 5 to 19

This school health service is also available to electively home educated families.

Service for Young People

Young people can contact the School Health Service through a confidential and secure texting service called Chathealth, which is monitored by trained nurses. 11-19 year olds can text the service on: 07507 332 473.

Service for Schools

Schools may refer for a variety of reasons, these may include:

- Emotional wellbeing
- Transition support
- Attendance issues for health reasons
- Sexual health
- Health literacy/Healthy lifestyles
- Health promotion/Community event
- Hearing test

Service offer includes:

- School and college-based support for individual pupils and support to families needing more help where there is a health concern.
- Support to school staff developing care plans, to help children with medical conditions access education.
- Drop-in services in all secondary schools, where young people can speak in confidence to a qualified nurse.
- Health promotion events in schools.
- Advice on a range of public health issues including bedwetting, behaviour, emotional health, puberty and growing up, healthy eating & lifestyle, sexual health, and stopping smoking.

5. Elective Home Education

Parent/carers who have elected to home educate their child are responsible for their education. Therefore, the TLP support is not available in these cases. If a child has a medical need and parents are considering a return to school, parents could discuss

a possible referral to TLP by discussing this with a member of the EHE team. The school health service is also available to EHE children.

[Home education – East Sussex County Council](#)

6. Early Years and Post-16

The Teaching and Learning Provision will normally provide support for pupils who are between the ages of 5 and 16 (Reception to Year 11). However, where pupils who would normally be in Year 12 are repeating Year 11 due to medical reasons, requests for support will be considered on an individual basis.

For post-16 pupils attending mainstream provision, East Sussex County Council would look to the host school, college or training provider to make any necessary reasonable adjustments for pupils who are unwell over a prolonged period. Schools, colleges and training providers may contact the TLP Service Manager for further advice if required. If the young person is in Y12-13 and has an Education Health and Care Plan [EHCP], the provider can contact their named Assessment and Planning Officer.

7. Hospital in-patients

TLP recommend that schools refer pupils to the TLP at the point a child is admitted to hospital to ensure the discharge process is successful and pupils return to school successfully. Pupils who are inpatients in hospitals or Tier 4 settings (eg for mental health, an eating disorder etc) are usually educated within schools on the hospital site. In certain instances, young people may be placed in specialist residential hospitals outside of East Sussex by the National Health Service (NHS). Many of these facilities have access to an on-site education provision or Ofsted-registered school that can offer education as part of the package of care. East Sussex County Council retains responsibility for the education of these children whilst they remain in hospital and upon their return to East Sussex following discharge.

At times, the NHS places young people in privately funded hospitals. The Teaching and Learning Provision requires evidence of a hospital admission, timetable and attendance records to ensure that all invoices for education in privately funded hospitals are paid. It is the responsibility of the hospital school to provide this, not the parent/carer or home school. Hospital schools are expected to liaise with the young person's home school and TLP to ensure a relevant curriculum and reintegration. Parent/carers and home school representatives can contact the TLP Service Manager for further support in this area if required.

8. Children with life-limiting and terminal illness

East Sussex County Council will continue to provide education for as long as the child's parent/carers and the medical staff deem it appropriate. If the pupil and parents/carers wish to withdraw from education their wishes will be respected if the decision is supported by medical advice.

9. Pregnant Pupils

It is an expectation that pupils who are pregnant will continue to be educated at school whilst it is reasonably practical, and it is in the interests of the pupil.

Pregnancy is not an illness and as such, it will not usually be necessary to make a referral to the Teaching and Learning Provision. However, if the pregnant pupil is too unwell to attend school, then a referral may be made in the usual way. The pupil will remain on roll at their school. If the pupil has not reached statutory school leaving age, it is expected that she will reintegrate into school, with appropriate arrangements made as necessary (eg for breastfeeding). Evidence needs to be provided to the school to confirm when the baby is expected so that an appropriate Medical Needs referral can be made.

10. Pupils with SEND

Pupils with a Special Educational Need or Disability (with or without an Education Health and Care Plan [EHCP]) who are absent for health reasons may require a review of their provision/plan to agree reasonable adjustments, accommodate need and facilitate attendance.

Schools should check the [ESCC Matrix \(eastsussexmatrix.co.uk\)](http://eastsussexmatrix.co.uk) for potential strategies for pupils with medical needs to ensure that all 'reasonable adjustments' have been made (consult this guidance for strategies even if young person does not have diagnosed SEND).

11. Medical Needs Service Provision

11.1 Schools' checklist

Prior to making a Medical Needs Service referral the school should consider the following:

- The school's own medical need policy checked and all procedures followed.
- Use the following checklist offering school colleagues advice on support children with medical needs in school - [CZone: School Adjustments for young people with medical needs](#)
- Contact health professionals to seek advice
- Co-produce an Individual Health Care Plan and/or Additional Needs plan with all professionals, family, and child with regular reviews
- Complete a parent and pupil voice
- SENCO assessment if SEND identified and strategies - [ESCC Matrix \(eastsussexmatrix.co.uk\)](http://eastsussexmatrix.co.uk)
- Use the resources available to support children with anxiety/mental health needs - [CZone: Mental Health and Emotional Wellbeing resources](#)

TLP E-learning Provision

The school can purchase TLP e-learning seats for children who do not meet TLP criteria by emailing TLP directly. These include the following elements:

- For children in key stage 3 and 4
- In all core subjects and PSHE

- In three ability sets
- Small groups
- Can be accessed in school, hospital, home etc
- Live lessons
- Three student reports a year
- Competitively priced

Schools can access interim packages of education for a child who cannot attend school because of health needs where they will be away from school for 15 days or more, whether consecutive or cumulative. To access this service, schools need to make an ISEND Front Door referral (see 11.12). During the time period between completing the online referral form and provision beginning, schools must continue to provide work and carry out any necessary welfare checks. If a school or parent/carer has any queries around planning and/or provision, they must contact the Teaching and Learning Provision.

Prior to making a Front Door referral for a medical need, schools can seek advice by calling the Teaching and Learning Provision to speak to a TLP manager. Schools must seek consent from the parent/carer prior to calling TLP. The School Health Team should be contacted in the early stages of an attendance issue where health needs are cited. Schools are advised not to wait until 15 days of absence have passed.

East Sussex County Council Teaching and Learning Provision provides interim packages of education for children that are unable to attend school because of health needs focusing on school reintegration. This might consist of a blended package of:

- An initial pupil and parent voice to inform next steps
- Meeting arranged by school with family and all named professionals to devise an Additional Needs Plan or Individual Health Care plan which is reviewed termly
- Advice to the school on developing a further set of school based reasonable adjustments
- Time limited number of 1:1 support worker session to aid transition into education
- Packages of live e-learning groups in the core subjects
- A place at one of the three TLP centres which are located at Ringmer, Eastbourne and Battle to attend group sessions as a part of a steppingstone programme back to school. This is primarily for children in Key Stage 4 where there is clear consultant led medical evidence that a child is too sick to attend school on a part-time basis. Some individual sessions for KS3 students are available where medical professionals have cited they are too sick to return to school on a part time basis.
- Time limited 1:1 home based teaching (virtually or in the home) for children where a physical illness is preventing them accessing school.
- Individual reports (sent to school and family) three times a year outlining teaching programme and progress.
- Ongoing updated pupil passport to support next steps.

The ratios of the package are not pre-determined and should be agreed during the planning meeting coordinated by the school. The planning meeting will normally take place in the school, this can be virtually and should be attended by the parent/carer, TLP deputy service manager, the young person if they are able and other professionals as appropriate (eg CAMHS care coordinator, Early Help Keyworker etc).

11.2 ISEND Front Door Referral

The Inclusion Special Educational Needs and Disabilities (ISEND) Front Door is a way schools and education providers can request support for children and young people with additional and/or special educational needs and disabilities. This is the single point of contact for schools which includes access to the Teaching and Learning Provision.

Contact Details:

[ISEND Front Door referrals - Czone \(eastsussex.gov.uk\)](https://www.eastsussex.gov.uk/ise-nd-front-door-referrals)

ISENDfrontdoor@eastsussex.gov.uk

[01273337660](tel:01273337660)

Referrals can be made by schools to refer for support for pupils who are too unwell to attend school. The service should not be used as an interim measure for a pupil awaiting a special school place, or to avoid attendance procedures.

If a child is currently receiving support from another ISEND service, this service should refer internally.

Referrals will ordinarily be made by the school at which the child is on roll or another ISEND service. All referrals should be completed online (see above). Forms must be completed fully in order for them to be submitted. Incomplete forms will not be processed. Any questions regarding the completion of the forms can be addressed to the TLP team.

Referrals will be accepted if the following documents outlined below are submitted:

a. Appropriate Medical Evidence

Medical evidence should come from a medical professional who has physically seen the young person during an appointment for diagnosis and/or treatment.

Appointment cards/letters do not always verify that a child has attended an appointment; schools should use their discretion when accepting these in order to accurately code a child's absence. This is a safeguarding issue. Evidence provided which shows that the health professional has not seen or spoken to the young person will be challenged.

East Sussex County Council recognises that there are waiting lists for some services, which means that on occasion, GP/practice nurse/surgery confirmation of diagnosis/treatment/referral to a specialist service is appropriate. TLP can offer support until the consultant led service has assessed need and offered ongoing advice regarding access to school. Schools should note (and make parent/carers aware), that repeat referrals based on a GP letter alone may not be accepted. It is

expected that a young person who is too unwell to attend school for more than 12 weeks will have been referred to or have had contact with other health services.

Medical evidence may be considered from at least one of the following medical professionals:

- CAMHS professional – Tier 3 or private equivalent service
- Children's Integrated Therapy and Equipment Services (CITES) (i.e Specialist Physiotherapist)
- Paediatrician
- Consultant Child Psychiatrist
- Other specialist NHS service
- East Sussex County Council Emotional Wellbeing Team
- General Practitioner

Medical evidence **should not** be in the form of an adult Statement of Fitness for Work ('sick note'). Medical evidence which names SEND such as ADHD or autism but no illness or medical diagnosis, will not be accepted.

Consent is required to allow TLP to contact health professionals for further guidance as required. Consent may be withdrawn at any time. Withdrawal of consent should be provided in writing to the referring school.

Written medical evidence should contain the following in writing:

- Details around the health condition and treatment, so that schools can understand how these may impact on school attendance
- Information regarding referrals to other services (eg CAMHS)
- How the young person may best be supported to reintegrate into full-time education

Medical evidence can be verbal (eg telephone contact between a health professional and the Medical Needs Coordinator).

b. Attainment Information

To ensure the TLP education programme meets need and ensures the child makes progress, schools are required to attach the following information:

- SATs results (if appropriate)
- Last school report
- Exam programme (including subjects and exam boards)

c. Additional Needs Plan (ANP)

All referrals through the ISEND Front Door require the school to submit an Additional Needs Plan, ideally this should be a full plan but can be the Plan, Do, Review section only. The ANP must include evidence of a meeting with the family which details a good set of reasonable adjustments and a pupil voice. Include all details of SEN needs, assessments (including pending assessments such as an ADOS) and support in place over time.

d. Current attendance registration certificate

Schools should attach an electronic copy of the young person's attendance certificate for the year to date; this enables the service to correctly assess the referral. If a referral is being made early in the academic year, it may be appropriate to also attach the certificate from the previous year (if appropriate).

If schools are unsure how to code absence due to health needs, colleagues can contact East Sussex County Council attendance service on esbas@eastsussex.gov.uk or by telephone at [01273481967](tel:01273481967)

Attendance coding

The guidance in this section is taken directly from [School attendance Guidance for maintained schools, academies, independent schools and local authorities](#); August 2020. This document provides guidance on coding absent pupils. Typically, young people with medical issues may be coded as follows:

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards etc rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit or a hospital school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements

whereby all unexplained and unexpected absence is followed up in a timely manner.

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised⁶ and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

e. Individual Healthcare Plan

Not all young people who are medically unfit for school require an Individual Healthcare Plan. Schools should check the statutory guidance (and templates) which are available within [Supporting pupils at school with medical conditions](#).

12. Referral acceptance

Following the acceptance of a referral, the TLP Service Manager will write to the school, medical professional and family to request that the school arranges an Individual Education Meeting (IEM) to set up a package of interim medical needs provision without delay, the letter will also include details of the length of time TLP will offer support. The TLP deputy service manager will contact the family to discuss the next steps in more detail which may include a pupil and parent voice to be completed.

13. Individual Education Meeting (prior to provision commencing)

The IEM will determine the structure of the provision within the timeframe set out in the initial letter. Planning meetings will ordinarily take place at the child's school or virtually and the school will arrange the meeting.

Attendees should include:

- Child
- Parent/carer
- Home school representative (if on a school roll), this should be a senior school leader, Head of Year or SENCO
- TLP Deputy Service Manager
- An invite may also be sent to the health professional who provided the medical advice

- All other relevant professional, as appropriate which may include a social worker or early help key worker
- If the young person has an EHCP, a copy of the latest review should be brought to the meeting to inform planning

During the meeting, attendees will establish the most appropriate package of education for the young person focusing on school reintegration. There should be a clear focus on the learning needs and expectations; school, parents, child, TLP and other professionals will be set tasks and targets to support progress. These should be agreed and logged on the Additional Needs Plan or Individual Health Care plan (recorded by school) and/or the TLP IEM meeting proforma and shared with all.

14. Review/Reintegration Individual Education Meeting (IEM)

A Review/Reintegration Action IEM will be arranged and led by school each term (or as appropriate) whilst TLP remain in place, parent, child, and school should attend this meeting to ensure TLP remains in place. The purpose of this meeting is to:

- Celebrate success during the last term
- Review the tasks and targets set for all
- Propose potential amendments to the provision
- Begin to discuss planned reintegration into school, short or long-term.
The plan could include the following (these are suggestions, and the school should be flexible in its approach):
 - a. Opportunities to attend on a part-time basis initially, including social events and/or trips as appropriate
 - b. Coming into school for break or lunchtimes
 - c. Visiting school after other pupils have left the building
 - d. Being met on arrival by a key worker/preferred staff member
 - e. Consideration of alternative provision

15. Continuation

If it becomes evident that following the agreed set time scale for TLP support, the child will be unable to return to school, further updated medical advice will be required for the provision to continue.

16. End of Provision

TLP support will end when East Sussex County Council receives guidance that the young person is well enough to return to school on a part-time basis, or there is no

longer appropriate health evidence to support absence from school. Provision may also be ceased if it becomes clear that the young person is not well enough, or willing, to engage with the work. East Sussex County Council retains the statutory duty around provision and, following liaison with parents/carers and health professionals, makes the final decision on provision ending.