



EDUCATION EAST SUSSEX

TEACHING AND LEARNING PROVISION

Medical Needs Service Policy October 2024

This policy is to be read in conjunction with:

The following statutory guidance and legislation:

- [Arranging Education For Children Who Cannot Attend Due to Health Needs December 2023](#)
- [Working Together to Support School Attendance 2024](#)
- [Education Act 1996](#); Section 19
- [Equality Act](#); 2010
- [Supporting Children When Attendance is Affected by Mental Health 2023](#)
- [Independent Schools Inspection Handbook](#)
- [School Inspection Handbook](#)
- [SEND Code of Practice 0-25 years](#)
- [Supporting pupils at school with medical conditions](#) December 2015
- [Supporting pupils with medical conditions - templates](#); May 2014

The following East Sussex Policies and Guidance and Services:

- [Privacy Notice ESCC](#)
- [East Sussex Local Offer - SEND information](#)
- [East Sussex Local Offer directory \(on 1Space\) - SEND services](#)
- [CZone: School Adjustments for young people with medical needs](#)
- [Health Services for Children](#)
- [East Sussex School Health Services](#)
- [Additional Needs Plans Template/Advice](#)
- [ESCC Attendance Guidance and Support](#)

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1. Introduction

East Sussex County Council wants every child to get a good education. We aim to make sure all children have access to inclusive education that meets their needs.

East Sussex County Council Children's Services helps all children and young people (CYP) in the county get a good education. We make sure every child can learn and reach their potential. Our Local Offer gives every CYP access to education that meets their needs.

This policy is for schools, parents, carers, health workers, and local services.

Children with health needs often find it hard to keep up in school. This is especially true for those who miss a lot of school or can only go part-time. This guide explains how we support these children. It shows how we arrange help, who is responsible, and how we help children go back to school.

2. Role and responsibilities of East Sussex County Council

East Sussex County Council (ESCC) helps children who can't go to school because of illness. This is for all children in the county, no matter which school they usually go to.

The law doesn't say exactly what 'full-time education' means. But children with health needs should get education like what they would get in school. The Teaching and Learning Provision (TLP) provides this.

The TLP Medical Needs Service works with other teams like TASS, which helps with attendance, and CLASS, which supports communication and autism. TLP also works with NHS services, like CAMHS and hospitals, to make health and education plans for each child.

2.1 Named Person

The law requires local authorities to have a person in charge of education for children with health needs. In East Sussex, this person is:

Chloe Cushing - TLP Service Manager

TLP.team@eastsussex.gov.uk

Tel: 01273 336888

The TLP Service Manager makes sure children with health needs get the education they need. They work with schools, health staff, and others to help children return to school when they can. Parents can contact the TLP Service Manager if they have any concerns.

3. Advice to Parents

Schools must support pupils with medical conditions. If parents are worried their child can't attend school due to health needs, they should first contact the school

to plan how their child can get a full education. Parents should also read the school's policies on medical needs, attendance, and special educational needs (SEN). The TLP advice document can help parents understand school-based support.

If parents are not happy with the school's support, they should talk to the school. If the issue isn't solved, they can file a formal complaint. If the child isn't attending school for reasons other than illness, parents should check the school's policies and contact the school. They can also call the Education Division Inclusion helpline at 01273 481 967 (Monday to Friday, 8:30am to 4:30pm) for advice.

4. Role of Schools - Supporting Children with Medical Needs in School

Schools should provide education for children with health needs if they can attend. This is required by Section 100 of the Children and Families Act 2014. The Department for Education (DFE) has guidance to help schools understand this duty. Governors and school leaders should read this guidance.

East Sussex County Council offers a model policy for supporting pupils with medical needs, available on the East Sussex Services to Schools Webshop. Independent schools don't have to follow this guidance but can use it to help support children with medical conditions.

The key points detailed in the guidance indicate that:

- Schools must help pupils with medical conditions join all activities, like trips and PE.
- Schools might need to make changes and write a support plan (ANP or IHCP).
- School leaders must make sure these plans are in place.
- They should also work with health professionals, parents, and the pupils.

Schools must also help pupils with mental health issues by making a support plan with the family and professionals. This plan should be checked regularly.

5. The TLP Offer for Children Unable to Attend School Due to Medical Need

When a school knows a child can't attend because of a medical need and has missed 15 days or more due to illness, or there is a planned operation, the school can send a referral.

5.1. Education Division Front Door Referral

Schools must talk to the area TLP deputy service manager (DSM) before sending a referral. Contact the DSM at TLP.team@eastsussex.gov.uk. Referrals will be rejected if this step is skipped.

Schools can send referrals through the Education Division Front Door for children with medical needs. Parents and schools can also call the Inclusion helpline to discuss other attendance issues. If a child is already getting help from another service, the school should refer internally.

Forms must be fully completed, or they won't be processed. For help with forms, contact the TLP team. Referrals need these documents:

- Medical evidence
- Updated ANP/IHCP with adjustments
- Attendance certificate showing 15 days of illness
- Latest school report and GCSE subjects (if in Key Stage 4)
- Schools must talk to parents before sending a referral.

5.2. TLP Referral Panel

The TLP referral panel reviews new referrals every week during term time. The TLP team contacts schools within three working days for accepted referrals. If a referral doesn't meet the requirements, the Local Multi-Service Group (LMSG) reviews it for other support or gives the school advice on strategies.

5.3. TLP Education Offer

TLP offers temporary education packages for children who can't attend school due to health needs, focusing on helping them return to school. Each child gets a custom plan based on their current needs, which can change as their health improves. Schools and TLP agree on the support plan during a meeting. Children are entitled to full-time education, but hours may vary depending on their health. TLP may work alone or with the school. If a child gets 1:1 tuition, it might be fewer hours because the learning is more focused.

The support may include:

- A meeting with the child and parents to plan next steps.
- Regular Individual Education Meetings (IEM) led by the school with the family, professionals, and TLP.
- An ANP or IHCP reviewed each term to focus on school reintegration.
- Advice for the school on making further adjustments.
- Short-term 1:1 sessions with a TLP practitioner to help the transition
- Live e-learning groups for core subjects at Key Stages 3 and 4.
- Group sessions at one of the TLP centres in Ringmer, Eastbourne, or Battle as part of a step-by-step return to school.
- Short-term 1:1 teaching at home or online.
- Regular updates to the student's learning plan (passport).

6. Working Together

Parents, carers, children, health services, and the local authority must work together to support children with health needs. TLP arranges meetings and keeps everyone informed.

7. Role of School

Schools support children with medical needs by:

- Referring to TLP when the child can't attend school.
- Organising and leading meetings.
- Working with others during the child's illness.
- Keeping the child connected to the school community.
- Creating and following a reintegration plan, which may include changes like a flexible timetable or extra support.
- Providing Special Educational Needs Co-ordinator (SENCo) support for special educational needs.
- Assigning a school leader to each case.
- Handling exam arrangements.

TLP managers will hold yearly meetings with secondary school leaders to review data and cooperation. Schools will also visit TLP centres for quality checks.

8. Role of Parents

Parents and carers play a key role and share important information about their child. TLP asks parents to:

- Attend meetings and suggest ways to help their child.
- Sign the medical consent form before support begins.
- Include all services and the school in emails.
- Tell TLP and the school if their child can't attend a session.
- Read and agree to the TLP parent guide at the start.

9. Role of Children and Young People

TLP involves all children in decision-making from the start, based on their age and maturity. This helps ensure they get the right support and stay engaged. The child's input is key, and their student passport will be updated at every step.

10. Reintegration To School

TLP works with the school, family, and professionals to create a plan for the child to return to school. Planning starts when TLP support begins. If the child will be absent for a long time, the plan will take a step-by-step approach. The plan is recorded in the IEM notes or ANP/IHCP. The school must make reasonable adjustments to support the child's return, as required by equalities law.

11. Continuation

If the child can't return to school after the planned TLP support period, updated medical advice will be needed to continue the support.

12. End of Provision

TLP support ends when ESCC gets guidance that the child is well enough to return to school part-time, or if there is no longer medical evidence for their absence. Support may also stop if the child is too unwell or unwilling to participate. ESCC makes the final decision after talking with parents, carers, and health professionals.

13. Pupils with SEND

Children with special needs or disabilities who miss school for health reasons may need their plan reviewed. Schools should use the ESCC Matrix to find ways to support these children, even if they don't have a diagnosed condition.

14. Hospital in-patients

Children may go to the hospital for physical or mental health needs. From the start of their hospital stay, hospital staff, TLP, and the child's school must work together to keep their education going. This helps the child stay on track with their learning. Schools should refer the child to TLP when they are admitted to help plan for their return.

Children in hospital or mental health units usually learn at the hospital's school. Sometimes, children are placed in specialist hospitals outside East Sussex. These hospitals often have their own schools. ESCC is responsible for their education while they are in hospital and when they return home.

If a child is in a private hospital, TLP needs proof of the stay and attendance records to handle education costs. The hospital school must work with the child's home school and TLP to plan their learning and return to school. Parents and schools can contact the TLP Service Manager for help.

TLP and ESCC social care have monthly meetings to support children with mental health needs in hospitals.

15. Children with Complex and Long-Term Medical Needs

Some children have long-term or complex health needs that can be unpredictable. In these cases, the school, parents, child, and other professionals will meet to decide the best way to support the child. This support may involve school, TLP, work experience, or other providers.

If the child's medical needs become ongoing special needs, everyone may discuss creating an EHCP. Not all medical needs require an EHCP.

Some complex health needs may count as a disability under the law. TLP ensures no discrimination against disabled children and works to provide equal opportunities for all.

16. Children with life-limiting and terminal illness

East Sussex County Council will provide education as long as parents, carers, and medical staff agree it's needed. If the child and their family decide to stop education, this will be respected if supported by medical advice.

17. Elective Home Education

Parents who choose to home educate (EHE) are responsible for their child's education, so TLP support isn't available. If a child with medical needs wants to return to school, parents can talk to the EHE team about a referral to TLP. The school health service also supports EHE children.

18. Early Years and Post-16

TLP supports children aged 5 to 16. If a Year 12 student repeats Year 11 for medical reasons, TLP may offer support.

Early Years: Some pre-school children with medical issues may need help to access early years funding. The Early Years team reviews each case. Contact EYEE@eastsussex.gov.uk for help.

Post-16: Post-16 schools have guidance on supporting students with health needs. This includes making healthcare plans. You can ask for this information.

East Sussex also has the Youth Employability Service (YES), which helps young people not in education or work. YES works with them to overcome problems and plan their future.

9. Pregnant Pupils

Pregnant students should stay in school as long as possible. Pregnancy isn't an illness, so a TLP referral usually isn't needed. If they are too unwell, a referral can be made. They will stay enrolled in school. If they are under school leaving age, they should return with any needed support, like help with breastfeeding. The school needs the baby's due date for a referral.

10. TLP eLearning traded service

Schools can buy TLP e-learning for children who don't meet TLP criteria through the East Sussex Services to Schools Webshop. This includes:

- Key Stage 3 and 4 subjects
- Core subjects and PSHE
- Three ability levels
- Small groups
- Access from school, hospital, or home

- Live lessons
- Three reports a year
- Affordable pricing

11. Looked After Children

TLP will work with the Virtual School and home school to ensure the medical needs of these children are met.

12. Siblings

If a family move near a hospital within East Sussex to receive medical care and there is sibling of compulsory age, ESCC will seek to ensure the sibling is offered provision under section 19 duties.

13. Removing a Child from the School Register

TLP and the school help the child return to school, which supports their recovery. Schools can only remove a child from the roll if a medical officer says the child won't be able to return before finishing compulsory school age, as per the 2006 regulations.

14. Funding

Alternative provision for children with medical needs is funded by the local authority's high needs budget. If a child stays on their school's roll but needs alternative provision, the school and ESCC may transfer some funding to the alternative provision. This funding stops when the child returns to their school or is no longer on the school roll.