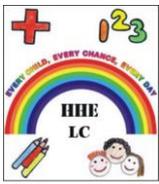


Hospital and Home Education Learning Centre

Student Attendance & Safety Policy

January 17

Reviewed by Chair of Governors, Judith Ward, on 23/03/2017



Context:

HHELC is first class educational provision across the city of Nottingham with one aim: enabling all our students to take advantage of a full range of opportunities; able to develop, progress and achieve their potential and ambitions.

The School is based on two main sites within the city of Nottingham. The Thorneywood School provides education and support for three different groups (the Adolescent class, Fairmead and Hilltop) and is the base for a home education service that supports around 30 pupils with medical and anxiety-related needs.

The Children's Hospital School is based at Queens Medical Centre with an additional ward at the City Hospital. The CHS supports 7 main groups on 12 wards of the Children's Hospital, each with discrete learning needs. Oncology, childhood Cancers in all its forms; Neurology patients with brain injuries both medically and accidentally incurred; Cystic Fibrosis and associated conditions; Patients recovering from injuries and from surgery; A variety of medical conditions including unexplained symptoms; Acute episodes of Mental Ill Health; Patients receiving regular Dialysis treatment and associated Renal conditions.

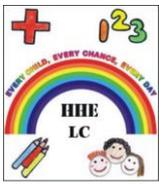
The Hospital School, and Adolescent Class are funded centrally with the remaining areas being commissioned through the LA and schools locally.

Pupils attending Thorneywood attend full or part time or are supported by the home education part of the school. They have medical or anxiety-related conditions. Many have not attended school regularly for some time although all are dual registered, remaining on the register of their home school.

The adolescent class takes up to 13 students aged 14 to 19 years who are in-patients at a nearby health authority Child and Adolescents' Mental Health Service in-patient unit.

The Fairmead Group caters for up to 12 pupils at Key Stage 4 with a range of anxiety related conditions. These students will have been supported by the home education team before attending Fairmead, but were not well enough to return to their home school. Fairmead currently offers part-time education for these pupils, a few of whom also receive additional tuition from the home education service or their host school.

The Hilltop Group provides education for KS2 and year 7 pupils who have emotional and behavioural needs. These pupils attend between two and four days a week, attending their local school on the other school days.



Pupils supported by the home education team traditionally received 5 hours support but this has been increased to reflect need, this is commissioned and agreed with the home school. In addition, they are able to receive support from new on-line opportunities and with social interaction via events organised by the Home Education team.

The Hospital School supports all pupils who are in-patients aged four to 25 years (where appropriate) and regularly supports around 50 students per week. The pupils range from complex physical and educational Special Needs to A* students. A Level students are also supported. A minority are in hospital just for one or two days, others have repeated or extended stays because of the nature of their illness, for example because of the need for regular dialysis. The hospital school has one dedicated classroom within a ward and two larger classrooms in the School Area which has use of an outside space which is maintained by Teaching staff.

Due to the often complex medical needs of our students, timetables and attendance is always dictated by these medical needs

The School Day:

The standard school day on both sites is 9am to 3pm but can be further broken down as follows:

The Children's Hospital School

All teaching at the hospital school is at the discretion of the medical staff. Teachers will meet with ward managers/representatives at the start of the school day to ascertain who is able to visit the school or receive education on the wards. Due to the nature of the medical needs, children may require treatment or rest during the school day; this will always take priority over the delivery of education.

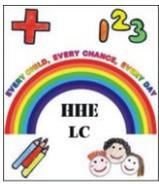
All sessions with students are recorded but due to the complex nature of medical needs in a hospital setting we do not report routinely on the attendance of this group. We will attempt to make contact with all students' home schools and will report on individuals' progress where possible.

The Adolescent Class

The students of the adolescent class are in-patients at the Thorneywood Adolescent Group (Mental Health Hospital). Teachers will meet with the hospital health team at the start of the school day to ascertain who is able to visit the school or receive education and if there are any restrictions on practices or the time they can be taught. Due to the nature of the young people involved, mental and physical health is monitored by NHS Staff and teachers throughout the day and should a return to the hospital be required this will always take priority over the delivery of education.

Students' home schools are contacted and attendance is reported against possible sessions for the full week.

Home Education



Students who receive home education are either taught at home, an off-site venue or at Thorneywood. The initial sessions are agreed in writing/by email with the home school and any alterations will also be agreed in writing/email with the home school's key person. Minor changes to times are sometimes made at the last minute by parents/carers due to the complex needs of the student. A degree of flexibility may be built-in to the original agreements between HHELC, parents/carers and appropriate agencies; however, if a pupil is not present or a session is cancelled the home school is informed immediately by telephone, this is then followed-up by an email to the key person (appropriate agencies will be informed at the same time).

Safeguarding responsibilities of pupils outside of the agreed sessions remain the responsibility of the mainstream school.

Attendance against agreed sessions are recorded and schools can access this information daily.

All referrals must be done using appendix 2.

Fairmead Group

Students in the Fairmead Group have 12.5 hours' education over 4 days:

Monday –	9.30 – 12.00
Tuesday –	9.30 – 12.00
Wednesday –	9.30 – 2.30
Thursday –	9.30 – 12.00

Pupils in the group have all previously been referred for home education and have been selected due to their need for social contact, usually these pupils have high levels of anxiety that have precluded them from attending school. Fairmead pupils will undergo a transition into the group which will be agreed in writing with parents/carers, the home school and any appropriate agencies.

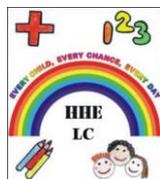
Transport to and from school will normally be by taxi, which is arranged by HHELC who have confirmed with the taxi company that the drivers have clean DBS checks. If a student is to be transported to the school another way this must be agreed in reviews and a copy of the minutes must be retained on the student file.

HHELC recognise that due to the complex medical needs of pupils it may be necessary for an individual's timetable be changed with very little notice; if this is the case the steps in appendix 1 must be followed.

All students remain on the roll of their own school and safeguarding responsibilities outside the agreed hours of attendance lie with the home school unless otherwise agreed in writing.

All referrals must be made using appendix 2.

Hill Top Group



Students in the Hill Top Group have up to 20 hours education over 4 days:

Monday – 9.30 – 2.30
Tuesday – 9.30 – 2.30
Wednesday – 9.30 – 2.30
Thursday – 9.30 – 2.30

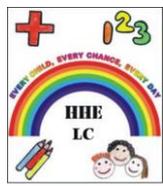
Pupils in the group have been referred to Hill Top by schools because they have a medical need that can present itself as a behavioural issue. Whilst the group is open for 20 hours per week, a timetable will be agreed in writing with parents/carers, the home school and any appropriate agencies; many pupils only attend for two days or shorter days by agreement.

Transport to and from school will normally be by taxi, which is arranged by HHELC who have confirmed with the taxi company that the drivers have clean DBS checks. If a student is to be transported to the school another way this must be agreed in reviews or directly with parents/carers, the home school and appropriate agencies and a copy of the minutes or correspondence must be retained on the student file.

HHELC recognise that due to the complex medical needs of pupils it may be necessary for an individual's timetable be changed with very little notice; if this is the case the steps in appendix 1 must be followed.

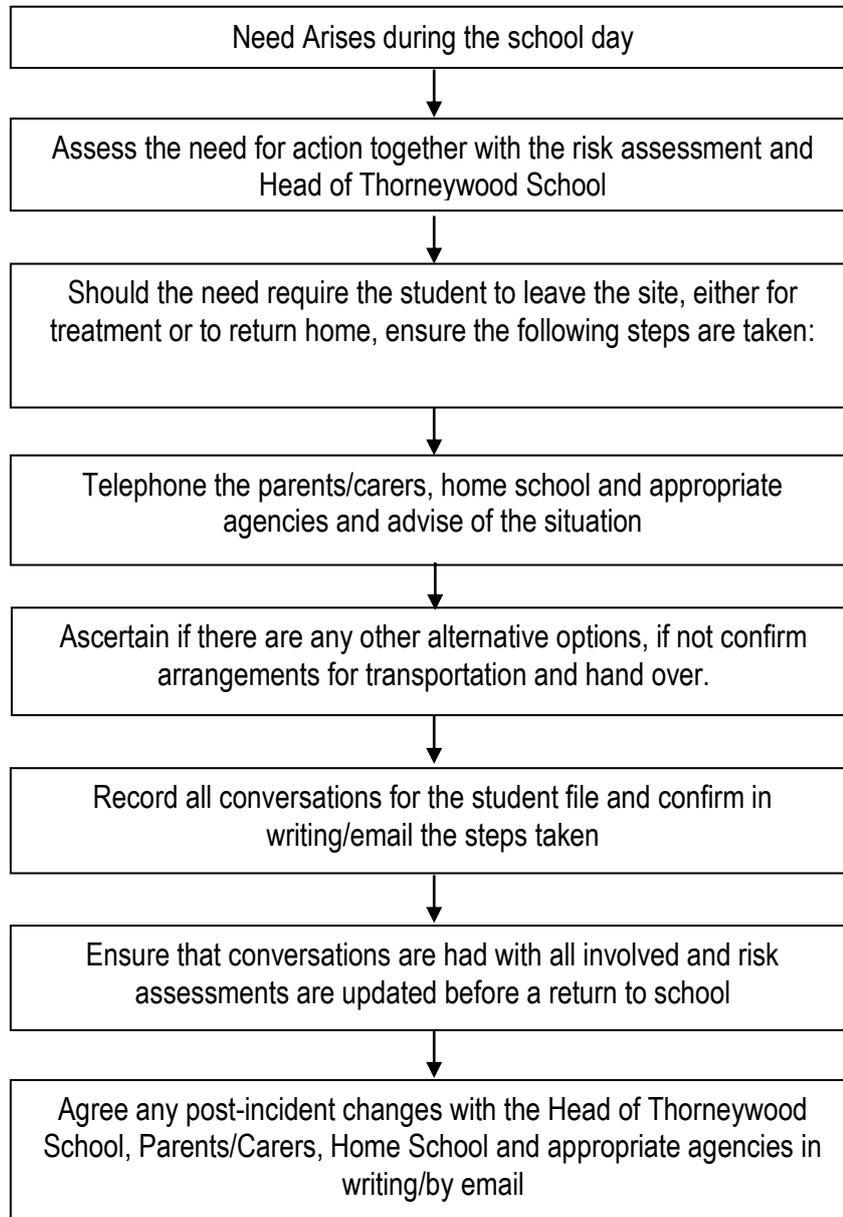
All students remain on the roll of their own school and safeguarding responsibilities outside the agreed hours of attendance lie with the home school unless otherwise agreed in writing.

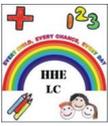
All referrals must be made using appendix 3.



APPENDIX 1

Emergency changes to the timetable due to medical need (Fairmead and Hill Top). To be actioned by the group co-ordinator or head of Thorneywood School





HOSPITAL AND HOME EDUCATION LEARNING CENTRE
Home Education, Thorneywood Education Base,
Fairmead Close, off The Wells Road, Nottingham, NG3 3AL
Tel: 0115 915 7511 Fax: 0115 915 7512
Head of School - Linda Chambers
Email: linda.chambers@hhe.nottingham.sch.uk

Revised January 2017

REFERRAL – STRICTLY CONFIDENTIAL

A letter from the pupil's Consultant or Community Paediatrician should accompany this request for Home Education stating why the pupil is unable to attend school and approximate length of absence (which must be at least 15 working days – i.e. 3 school weeks)

IMPORTANT INFORMATION

- There is a cost to schools for Home Education provision (both 1:1 Home Tutor support or attendance at The Fairmead Group – Key Stage 4 only)
- This referral form is tied to the Nottingham City Council contract and traded services agreement for education services. By completing the referral form you are agreeing to the terms and conditions of the external contract (for academies) and the traded services agreement (for maintained schools).
- The T&C's and costs can be found at www.educationservicesnottingham.co.uk , please read these before you sign this form.

Surname: _____ Forename(s): _____

DOB: _____ Yr Group: _____ Key Stage: _____ Parent/carer Contact details:

Name of parent/carer*: _____ *If carer, please state relationship to pupil: _____

Address: _____ Telephone Number – Home: _____

Post code: _____ Telephone Number – Mobile: _____

School/Academy: _____ Telephone Number: _____

Contact Person in School: _____ Position in School: _____

Name of Head teacher/Principal: _____

LAST DATE OF SCHOOL ATTENDANCE

Has Home Education been requested in the past? YES/NO (delete as appropriate)

Anticipated length of absence from School: _____ Reason for Home Education now: _____

Health Professional currently supporting this pupil: _____ Position: _____

Has a Common Assessment process been initiated? YES/NO (delete)

If YES – a copy of the CAF form must be attached to this referral

Is the pupil “Stated”: Yes/No (delete as appropriate) If “Yes” please attach a copy of the most recent Statement of SEN or EHCP.

Please list other agencies or individuals already involved/consulted:

Ethnic Origin – Please choose from the following list – tick as appropriate

AOTH – Any Other Asian Background	ABAN - Bangladeshi	AIND - Indian
APKN - Pakistani	BCRB – Black Caribbean	BAFR – Black African
Both – Any other Black Background	CHNE - Chinese	MWA – White/Black African
MWAS - White/Asian	MOTH – Any Other Mixed Background	MWBC – White/Black Caribbean
NOTB – Info not obtained	OOTH – Any other Ethnic Group	REFU - Refused
WOTH – Any other White Background	WBRI – British	WHRI – Irish
WIRT – Traveller – Irish Heritage	WROM – Gypsy/Roma	

Other information Please underline as appropriate

Looked after Child _____ Refugee _____ Asylum seeker _____ English as an additional language _____
At an early stage of English Language acquisition if so, language most frequently used at home: _____

ANXIETY RELATED SCHOOL REFUSERS ONLY:

Please describe any support/strategies that have already been put in place prior to referral:

IMPORTANT! Please attach any

- **additional info** relating to this support (eg IEP or minutes of meetings)
- a copy of a **letter providing support for Home Education on medical grounds** (please note that GP letters are not accepted unless an onward referral for specialist support has been made)

For pupils with anxiety – related difficulties only:

All agencies involved need to be invited to a **MULTI-AGENCY PLANNING MEETING**. It is the responsibility of the school to call this meeting and ask professionals involved to submit a report if they are unable to attend.

The initial meeting will be held on: _____ (date) at: _____ am/pm (time)

At: _____ (venue)

Other agencies invited: _____

Person making the referral:

I understand that costs relating to Home Education support will be recouped from School/Academy respectively at the end of each school term.

Please note that:-

The Hospital and Home Education Learning Centre (HHELC) will have responsibility for the safeguarding of this pupil during Home Education sessions. Safeguarding of this pupil outside of these sessions remains the responsibility of their mainstream school. Sessions will be agreed in writing with schools and any changes will be notified to schools in accordance with the HHELC Student Attendance & Safety Policy (which is supplied with this referral).

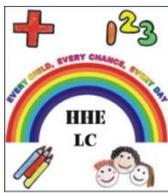
HHELC will inform the pupil's mainstream school of any safeguarding concerns which arise during Home Education sessions, or come to our attention. All safeguarding concerns will also be dealt with in accordance with HHELC's Safeguarding Policy.

Details relating to this can be found on the ESN (Education Services Nottingham) Website www.nottinghamcity.gov.uk/esn

Signed: _____ **Print Name:** _____ **Date:** _____

Position: _____

N.B. Must be signed by:- Head teacher/Principal/Member of Senior Leadership Team (please delete)



Appendix 3

Hospital & Home Education Learning Centre
Thorneywood Education Base
Fairmead Close
St Anns
Nottingham
NG3 3AL
Tel – 0115 915 3862
Fax – 0115 915 3863

Email – Linda.Chambers@hhe.nottingham.sch.uk

REQUEST FOR A PLACE IN THE HILLTOP GROUP

IMPORTANT INFORMATION

- There is a cost to schools for Hilltop Group Provision
- This referral form is tied to the Nottingham City Council contract and traded services agreement for education services. By completing the referral form you are agreeing to the terms and conditions of the external contract (for academies) and the traded services agreement (for maintained schools).
- The T&C's and costs can be found at www.educationservicesnottingham.co.uk , please read these before you sign this form.

- Pupil's Name: _____ Date of Birth: _____ School Year: _____
- Pupil's Address: _____ Name of Parent/Carer: _____
_____ Phone number of Parent/Carer: _____ (home)
_____ (mobile)
_____ (emergency)
- School: _____ Contact in School: _____
_____ Position: _____
- Phone no: _____
- Please list any other agencies involved with this pupil:

- Is the pupil Statemented? Yes No If yes, please attach any IEP etc
- Is the pupil on the SEN register? Yes No If so at what stage? _____
- Does the pupil have a behaviour plan? Yes No If so please attach.

More about the pupil:

- **Please list the pupil's strengths**

- **National Curriculum levels in**

English

Maths

Science

- **Please list areas of need (both academic & social)**

- **Why do you think the pupil would benefit from a place in the Hilltop Group?** (Please provide medical support, e.g. a supporting letter from a community paediatrician, GP, CAMHS etc.)

- **What outcomes are you seeking for the pupil?**

Which of these combinations would suit you best?

a) Mondays & Tuesdays

or

b) Thursdays & Fridays

Person making the referral:

I understand that costs relating to this provision will be recouped from School/Academy respectively at the end of each month.

Details relating to this can be found on the ESN (Education Services Nottingham) Website

Please note that:-

The Hospital and Home Education Learning Centre (HHELC) will have responsibility for the safeguarding of this pupil during Hilltop Group sessions. Safeguarding of this pupil outside of these sessions remains the responsibility of their mainstream school.

Timetables will be agreed in writing with schools and any schools will be notified of any changes in accordance with the HHELC Student Attendance & Safety Policy (which is supplied with this referral).

HHELC will inform the pupil's mainstream school of any safeguarding concerns which arise during Hilltop Group sessions, or come to our attention. All safeguarding concerns will also be dealt with in accordance with HHELC's Safeguarding Policy.

Signed: _____ **Print Name:** _____ **Date:** _____

Position: _____

Please return this to the address overleaf and we will contact you