




Hospital and Outreach Education Admissions Policy

Person responsible for policy	James Shryane
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For school website?	Yes

Headteacher's signature: Date: 23 February 2022	
Signature of LAB Chair: Date: 23 February 2022	<i>Sarah Hutt</i>

In-year updates to this version

Date	Section	Update
10/02/22	All	References to NCC changed to North and West Northamptonshire following creation of separate authorities

Aims and Objectives

This policy outlines the range of pupils who might receive education provision and support from Hospital and Outreach Education (HOE) AP Academy.

This policy should be read in conjunction with the North and West Northamptonshire Policies on the Education of pupils with Medical Needs, and HOE Charging Policy for Pupils with Medical Needs. There are also attendance guidelines and procedures which accompany these policies.

The named officer for pupils with medical needs at North Northamptonshire Council is Imtiaz Bhatti and for West Northamptonshire Council is Anne Wakeling.

For pupils who are resident in hospital at Northampton General Hospital or Kettering General Hospital, teaching will be provided under the following criteria:

- Recurrent admissions to the hospitals (from day 1);
- Pupils with an Education Healthcare Plan (from day 1);
- A child who is Looked After (from day 1);
- An illness/diagnosis which indicates a hospitalisation of more than 15 working days (from day 1);
- A pupil sitting an external public examination e.g GCSE or Statutory Assessment Test (SAT) whilst in hospital (from day 1);
- Support and mentoring to pupils to help prevent barriers to access to education and to help maintain educational progress (from day 3);
- Direct teaching and tracking of progress back to school from the hospital bases (from day 3).

The teaching staff at the hospital bases will make a professional judgement using the above criteria and advice from ward staff about which pupils are fit enough to access education.

All children and young people who are taught in hospital will have a discharge letter sent to their home school, so that the school is made aware that the pupil is now well enough to return to school or will require support with a reintegration programme. HOE can provide short term support for a period of two weeks for those children on a school roll following discharge whilst the school puts appropriate arrangements in place. The same arrangements will be made for Northamptonshire pupils who are discharged from hospitals out of the area, provided HOE are made aware of it by the hospital concerned.

For children and young people who are not on a school roll, the discharge letter will be sent to the Education and Inclusion Partnerships.

For pupils in The Sett, The Burrows and The Brambles (Tier 4 CAMHS units) in Northampton, the following will be provided by the education team:

- Direct teaching and tracking back to school or college from the units;
- Support to integrate back to their home Northamptonshire school/college;
- Educational support from day 1 according to the medical advice from the consultant psychiatrists and 'fit for learning' baseline assessments;

- Education staff will, in liaison with CAMHS colleagues, arrange teaching support and mentoring to young people to maintain educational progress. They will also ensure each pupil has an Individual Learning Plan (ILP);
- For young people who are not in education, employment or training, personalised learning programmes will be provided to include functional skills, preparation for work skills, careers support and placements with other providers e.g. Princes Trust;
- Liaison with mainstream schools or colleges to ensure they are providing appropriate work and links are maintained.
- Short term support for integration (up to 2 weeks) to enable Northamptonshire schools/colleges to put appropriate arrangements in place.

Children who are in the community

For pupils with complex medical or mental health needs who are not attending either Northampton or Kettering hospitals, or the CAMHS units, schools/academies are responsible for requesting involvement from the Hospital and Outreach Education AP Academy, using the documentation available on the Hospital and Outreach Education website (www.nhoe.org.uk/schools). All referrals must be supported, in writing, (on a HOE Request for Medical Advice Form) by advice from a medical practitioner. Appropriate medical practitioners to provide this include a Consultant Community Paediatrician, Specialist Consultant or CAMHS Clinical Nurse Specialists or Psychologists in association with a Psychiatrist from CAMHS. This should indicate if the child/young person is well enough for school, either full or part time, and for how long support might be required before they can return. Advice from independent consultants who are appropriately qualified may be considered. For pupils who have returned from hospitals or other in-patient units out-of-county, medical evidence will be sought from the discharging hospital medical staff. GP letters may be accepted whilst a referral to a specialist is made in order to avoid unnecessary delays in providing education.

For pupils who have been resident at the general hospitals or CAMHS in-patient units who are discharged back into the community and still require HOE educational support, schools are still required to complete the appropriate Request for Involvement paperwork and sign to agree that they will fund the support.

Please note that the final decision regarding admission for community referrals will be made by the Senior Leadership Team within HOE.

Requests for involvement, advice and support from Hospital and Outreach Education AP Academy for pupils with medical or mental health difficulties may be triggered by the following circumstances for children and young people of statutory school age who:

- Are absent from school for more than three weeks (15 school days or more) due to the same illness, including mental health conditions or injury;
- Are frequently absent from school for short periods of time due to the nature of their chronic illness or following a treatment e.g. chemotherapy for cancer, where the cumulative absences total 15 days or more in an academic year.
- Are integrating back to school after a period of illness or injury. Hospital and Outreach Education can provide support until the pupil is attending approximately 50% of the school timetable. This is usually 5 half days or two full days.

- Attendance is less than 50% due to the impact of their medical/mental health needs.

Other groups which may be considered for educational support include:

- Young people recommended for provision from Hospital and Outreach Education by magistrates through the courts or social services, on account of a child protection issue, subject to medical advice;
- Looked after Children with medical needs on referral from the case accountable Social Worker, subject to medical advice;
- HOE may also monitor education for pupils with medical and mental health needs to support schools in order to maintain the continuity of education.
- Individual cases raised by the local authority in discussion with senior leaders.

Pupils with Education, Health and Care Plans

Very occasionally, HOE is named on a pupil's Education, Health and Care plan (EHCP). This is usually as a temporary placement until the pupil can be integrated into a suitable school or academy, with support from Hospital and Outreach Education. It may be that in the case of a year 11 pupil, the pupil actually remains with Hospital and Outreach Education until the end of the statutory school age.

Support for pupils who have an EHCP, but who are on roll at a mainstream or special school will be considered for support if:

- Pupil has had surgery or a serious acute illness and requires a short period of support at home before returning to school as indicated by the medical advice.
- EHC plan needs are unrelated to medical condition e.g. pupil may have an EHC plan for visual impairment but has a diagnosed mental health disorder, as indicated by medical advice.
- Senior managers within North and West Northamptonshire commission Hospital and Outreach Education to support a medically unwell pupil with the agreement of the Local Advisory Board.
- There is a service level agreement between the school/academy and Hospital and Outreach Education, where Hospital and Outreach Education is named as an alternative provision that will better meet the young person's medical/mental health needs.

In the above cases, the school/academy/local authority will transfer the appropriate SEN funding to HOE according to the HOE Policy on Services Charged to Schools.

Pupils without a school roll

For pupils who do not have a school roll e.g. they may have recently relocated to Northamptonshire, HOE may provide educational support, subject to appropriate and relevant medical advice, and a clear intent to return to school as soon as a suitable placement is available. HOE staff will inform the NCC Admissions Team and the North or West Northamptonshire Education Inclusion and Partnership Team in order to support the parents/carers in the process.

Electively Home Educated pupils

For pupils whose parents/carers have elected to home educate, educational support will be provided for pupils during hospital stays. On discharge, if they are well enough to access education in their normal environment i.e. home, HOE will not need to provide any further support once they are home.

If the pupil wishes to return to mainstream or special school, HOE staff will work in partnership with the identified school to facilitate a successful integration, once a setting has been sourced by the parent/carer and a place allocated.

Post 16 pupils

Young people who have missed considerable amounts of their Key Stage 4 education due to the impact of their medical/mental health condition, may be maintained on the roll of Hospital and Outreach Education in line with the Northamptonshire County Council's 'Raising the Participation Age' responsibility. Schools will be encouraged to keep the pupil on their roll.

Pupils who have not been previously known to HOE may also be admitted if they meet the criteria above and if up-to-date and relevant medical advice is available to support their admission. The medical advice should indicate the impact of their medical condition and why they were not able to complete their Key Stage 4 education. Admissions are at the discretion of the Senior Leadership Team. Pupils who have reached the end of the statutory school age (i.e. at the end of year 13) cannot be considered for support.

Hospital and Outreach Education cannot offer post 16 level 3 courses, including A levels, through direct teaching.

Schools may also request advice on best practice for support for pupils with medical and mental health difficulties who are post 16.

Referrals are subject to the same supporting evidence from medical/mental health practitioners.

Home teaching will not normally be provided for post 16 pupils. There will be clear expected learning outcomes from the support and continuing support will be dependent on engagement with programmes offered.

Education will also be provided for young people who are being treated in the CAMHS units, or have an Education, Health and Care Plan and are being treated at one of the general hospitals.

Roles and Responsibilities of Hospital and Outreach Education

Hospital and Outreach Education AP Academy has been commissioned by North and West Northamptonshire Councils to provide, arrange and/or monitor appropriate education for pupils with medical and mental health difficulties in Northamptonshire. Appropriate educational provision, including number of hours per week, will depend on the nature of the mental health or medical condition, the impact of this condition, the educational needs of the individual pupil and where they are located. Any decisions will be made in consultation with the medical/mental health practitioner. All educational packages are personalised to meet the unique needs of the individual pupil. An initial engagement and assessment period may take place in order to ascertain whether Hospital and Outreach Education will be the most appropriate provision to support that pupils' learning needs.

Each week, the Hospital and Outreach Education Admission Panels meet to discuss all new requests and to monitor the educational programmes for existing pupils. All information shared is confidential but all parents/carers of pupils provide written permission so that we can share information about their child's needs across agencies. All parents sign a data sharing agreement and all processing of data is GDPR compliant. Parents and pupils are issued with privacy notices so they understand how their data is used and processed.

If admission to HOE is agreed, an initial meeting will be convened by HOE staff in partnership with the child/young person's school/academy, to set up an Individual Learning Plan, timetable and to agree the period of assessment and the intended outcomes: a reintegration timeline and intended outcomes of support will also be agreed. The school is responsible for informing the HOE core teacher about baseline information and prior attainment, for information and arrangements about curriculum delivery, and entering and administration of any external examinations where appropriate.

A review meeting will be held approximately every six weeks to discuss progress towards targets, set new targets, amendments to timetable and to discuss any further needs. Further information about roles and responsibilities are available in our procedures information pack and the Inclusion and SEN policy, available on the HOE website.

Expectations

Hospital and Outreach Education staff always agree the intended outcomes of support and of the individual learning plan targets with the child/young person, parent/carer and relevant professional which includes an exit strategy. This is usually a return to school or another appropriate learning environment.

Like all schools/academies, we want our pupils to be positive and committed. We, in return, expect the same from parents/carers, pupils, schools and other professional colleagues.

There may be some instances where, after a review, or at other times, in collaboration with school/academies and other colleagues, it may be appropriate or necessary for Hospital and Outreach Education to alter or withdraw the support plan. Examples of this are:

- pupils who do not keep attendance targets with no valid reason.
- pupils who present challenging behaviour and who are unable to change their behaviour, and who disrupt the learning of other pupils.
- pupils who do not attend school after supported integration programmes or refuse to engage with the reintegration process.
- pupils who refuse to collaborate with medical, therapeutic, psychological advice or treatment regimes or appointments.
- where updated medical advice recommends HOE support is no longer required.

In these circumstances, a final report or letter will be sent to the school/academy and parents or carers and we will endeavour to work with the school/academy and other professionals to identify a more appropriate educational provision.

Duties under Equality Act 2010

Hospital and Outreach Education recognises its duty under the Equalities Act 2010. An equality impact assessment has been undertaken and an action plan is in place to ensure that access will be as complete as possible for all protected groups. All reasonable adjustments will be made as necessary to enable access to curriculum opportunities and buildings in line with our accessibility plan. Copies of these can be found on the HOE website.