



Home Tuition Policy with appendices

Agreed by Governors on: 16.10.17

Signed by Chair of Governors: Sally Birkbeck

Sally Birkbeck

Statutory Policy: No

Frequency of review

period: 2 years

Document History:

Date	Description
24.3.14	Agreed by Governors
23.03.15	Agreed by Governors
23.01.17	Agreed by Governors
16.10.17	Agreed by Governors
01.10.19	To be reviewed by Governors

Children with medical needs who are unable to attend school

Children with diagnosed medical needs must have appropriate access to education. At Delius we will ensure that pupils with complex health medical needs receive a high quality education with the minimum level of disruption to their learning, by offering learning at home.

Delius has a number of very experienced leaders of learning and Level 2 assistants who can provide education to pupils in their home (home tuition). We work in partnership with the pupil, parents/carers and the school nursing team in order to provide an efficient and effective programme for children being taught at home.

Delius liaises closely with the family to assess the pupil's needs and agree a programme of work. The leaders of learning work with the school class to ensure that the pupil's level of attainment is maintained within the curriculum. They also play a key role in a pupil's phased return back into school.

The Requirement for Home Tuition:

At Delius, the children who have a need for home tuition falls into these categories:

- Planned surgery
- Long term absence
- Chronic conditions which cause regular absence for a few days at a time

Aims and Objectives

The primary aim of educating children who have medical needs is to minimise, as far as possible, the disruption to normal schooling by continuing education as normally as the incapacity, illness or medical condition allows.

- A flexible service is provided in order to meet the individual needs of each pupil and their family
- Advice and support is available so that pupils with medical needs are able to attend school wherever possible, from the Deputy Head Teacher (attendance lead) and Assistant Head (Pastoral Lead or PMLD) and Parent Involvement Officer
- Sessions are given for 1 hour at a time, for children who are off long term the maximum offer is for 5 hours per week
- The number of sessions provided to the child per week, will be decided with the pupils' needs and family's wishes at the forefront of the plan for the provision
- Home tuition is tailored for the individual need of the child by using objectives from the pupils' Statement of Special educational Needs /Education, Health and Care Plan
- A multi-agency approach with close collaboration between all the service providers will ensure the least disruption to each pupil's education
- When appropriate, referrals will be made to TRACKS Education to support with extra sessions of home tuition
- A planned and effective phased return to school will be implemented where appropriate

Provision for Home Tuition

Children unable to attend school will receive education suitable to their needs. In order to meet the widest range of needs possible, Delius will work with, or make available, the

following:

- The DHT and AHTs will develop a timetable for the Home Tuition Team to be available in order to be able to provide this provision
- The school office will alert DHT, AHTs if a child is about to have had 5 (working) days of consecutive absence from school
- The AHTs will allocate a member of the home tuition team to contact the family
- Upon the first visit an Initial Visit Assessment will be completed for the family and a Risk Assessment for school. The first visit to a new family must be made by two members of staff
- After each home tuition visit, a Well Being Form must be completed. A copy will be given to the AHT to sign and take forward any referrals. A second copy will be given to the office for attendance information and records
- If absence is anticipated, for example planned surgery, a meeting will be held with the Deputy Head Teacher (DHT), AHT and school nursing team to establish the plan for Home Tuition and the return to school
- Where possible, the home tutor will be allocated in advance to allow them to begin to develop a relationship with the child and family

Liaison with parents/carers

- The Home Tuition Team will establish, where possible, the amount of time a pupil might be off and identify ways in which the school can support the family
- The Home Tuition Team will provide parents with information about school social events and celebrations.
- Encouragement to contact peers through visits, cards, emails and other means deemed helpful.
- All relevant letters will be kept by the office team and will be taken to the families by the Home Tuition Team.

Continuing progress

- Teachers will provide the Home Tuition Team with class based trackers. These will be taken to the visit. If appropriate, these trackers can be worked upon in the home setting
- The Home Tuition team will liaise with families to see if there are any new interests or developments that they have noticed in their child
- The school and family will work closely to ensure that children can return to school as soon as they are fit to do so

Working with multiple agencies and review of needs

To ensure consistency of information, the individuals working with the children who are receiving home school education, must feedback to the Assistant Head Teacher after every session via the Wellbeing form (appendix). This will ensure ongoing review of the pupil's needs. The multi agency teams include, school nursing team, physiotherapist and occupational therapist and Parent Involvement Officer.

The AHT and the DHT will have ongoing discussions about pupils who have Home Tuition and how this links in with attendance.

Phased return process (after prolonged absence)

- Delius will keep in regular contact with the health professionals who are overseeing the child's case. In partnership with all the other agencies, the DHT or AHT will introduce the phased return process when the relevant health professionals have stated that the pupil is well enough to go back to school.
- A multi agency meeting will be convened to review the home school education work and look at all of a child's needs and how they can be best met in order for effective return to school. This review will:

- bring together the support provided by all the different agencies
- identify any on-going medical support that the pupil might need
- consider whether the pupil will be back in school for the long term, whether he/she is likely to fall ill again in the near future or need further medical intervention
- review educational progress
- consider what support will be required in the phased return back into school successfully, including any Risk Assessments required ,or changes to moving and handling , Medical care plans or any reasonable adjustments to the curriculum e.g. 'no Rebound'.

Where pupils need extra support to return, the school will need to identify how that support will be provided.

After a pupil has successfully returned, the support available from the different agencies should not stop immediately. A final review meeting should be held after the pupil has been back at school for about eight to ten weeks. The purpose of this meeting will be to ensure that the pupil has returned successfully and that strategies are working. This meeting can decide whether any on-going support is required and whether any future review meetings will be required. It will also be a useful forum for evaluating the multi agency service that was provided whilst the pupil was too ill to attend school.

Home Tuition will be recorded as education off site for attendance purposes. Pupil phased returns will be classed as full attendance, even though it is part time attendance. A doctor's written support statement will be sought to support this part time attendance.

This policy has been writing using the statutory guidance 'Supporting pupils at school with medical conditions' (2015)

Appendices

Referral form

Initial Home Visit Assessment

Home School Agreement for Home Tuition

Well being form



**Home Tuition
Home- School Agreement
2016-17**

Our Family will:

- Provide school medical staff with information about our child's medication and health care and to label medical items with name , date, and dosage
- Make sure that our child attends home school tuition each session informs school before 9.00am if they are too poorly to have the session
- Not take our child out of school during term time.
- Work with school to help achieve the Individual Targets ensuring consistency and where appropriate Moving & Handling plans, Individual Behaviour plans and Care plans
- Attend parents meetings, annual reviews and other school events
- Keep school informed about things at home that may affect our child's behaviour, learning and attendance for the sessions

Name of Child: _____

Name of parent: _____

Signed:Parent/Carer _____ Date: _____

Head Teacher: _____ Date: _____

Initial Home Visit Assessment

What do you think that your child enjoys?

Can you think of anything that your child enjoyed at school that they are missing now?

What days and times would suit you?

Are the care plans/medical details that we have up to date?

Discussion of area to carry out the work? I.e. – what space is needed, plug sockets etc.

Do you give permission for us to use photographs to make a booklet for you to keep?

Do you give permission for us to use photographs for our brochure to share with other parents?