



# Medical Tuition Policy



**Malden Oaks**  
School & Tuition service

---

Making the **MOST** of every day

<b>Contents</b>	<b>Page</b>
1. About the Policy	3
• Who the policy is intended for	
• Legislation and statutory guidance	
• Statutory duties	
2. Objectives of the service	4
3. Referral and Admission Procedures	4
4. Criteria for accessing the Individual Tuition Service/Education Inclusion Support Service (EISS)	5 - 6
5. Roles and responsibilities	6 – 7
• The School's role	
• The Parent's role	
• The child's role	
• The Medical Tuition Service/EISS role	
• The Medical/Health Service's role	
6. Withdrawal of the programme	7
7. Malden Oaks Parent information	8
8. EISS Information for Families	8
9. Malden Oaks Partnership Agreement	9
10. EISS Partnership Agreement	9
11. Malden Oaks Home Tuition Report	10
12. EISS Tuition Report example	10
13. Malden Oaks Home Tuition Session report	11
14. CME Weekly Report Template	13
15. Tuition Partnership Agreement	14

## About the Policy

This policy identifies the duties and local procedures for children who are unable to attend a mainstream or special school because of their health. The policy applies to all children and young people who would normally attend mainstream schools, including Academies, Free Schools, independent schools and special schools, or where a child is not on the roll of a school (Electively Home Educated). It applies when a child cannot attend school at all or can only attend intermittently due to their illness or specific needs.

This policy relates to:

- i) The delivery of the Local Authorities' duties and policies in relation to providing full time education for Kingston and Richmond children of compulsory school age who are unfit to attend school due to health needs.

## Legislation & statutory Guidance:

- 'Ensuring a good education for children who cannot attend school because of health needs'. (DfE statutory guidance) in January 2013
- 'Supporting Students at School with Medical Needs' (DfE statutory guidance) Dec 2015
- Section 19 of the Education Act 1996
- Equality Act 2010

## Statutory Duties

Local Authorities:

- Local Authorities (LAs) have a statutory duty to provide education other than at school for students unable to attend school because of illness or other health reasons who would not receive suitable education without such provision.
- Children's services for Kingston and Richmond Councils are delivered by Achieving for Children (AfC), a Community Interest Company wholly owned by the two Councils. This statutory duty is therefore provided by AfC.
- LAs must have a named officer for Children Missing Education. The name of this officer can be found on AfC's website.

Schools & Academies:

- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support students at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

This policy outlines the functions, roles and responsibilities appertaining to AfC's/Malden Oaks' Medical Tuition Service. Further guidance on information regarding schools duties and responsibilities can be found in '*Supporting students at school with medical conditions*.

Achieving for Children through its Education Board has commissioned Malden Oaks School and Tuition Service to deliver the LAs' duties for **secondary students** through their Medical Tuition Service. Provision for **primary students** is delivered through AfC's Education Inclusion Support Service (EISS).

Both Malden Oaks and the EISS share common objectives and responsibilities, which are outlined below. The roles and responsibilities of schools and the referral criteria are also described.

### **Objectives of the service**

To ensure a suitable and flexible education including a broad and balanced curriculum, similar to that received at school for children who cannot attend school because of health needs. This is in line with the DfE's statutory guidance January 2013. The guidance states that it is to support the educational attainment of a child of compulsory school age with health needs whether or not the child is on the roll of a school and whatever type of school they attend. It applies to students in Academies, Free Schools, Special Schools and independent schools as well as maintained schools and those who are electively home educated.

To provide continuity of learning and facilitate inclusion.

To arrange suitable full time education (or as much as the child's health needs allow) for children of compulsory school age as soon as it is clear that the child will be away from school for 15 school days or more, which do not have to be consecutive.

To develop effective liaison arrangements with the child's home (main) school, parents/carers and other relevant professionals such as the SEND team, CAMHS, Education Welfare Officers, Family Support Workers, Educational Psychologists, School Nurses and other health professionals and hospital staff to promote a joint approach to the child's needs.

To track and monitor student progress and attendance while in receipt of medical tuition.

To facilitate reintegration to school as and when appropriate through a tailored reintegration plan.

To provide access to teaching in a range of settings to include in the home or in other settings such as a local library, and where appropriate to facilitate the use of suitable ICT systems.

To liaise with the home school regarding examination entries for public exams and any special arrangements that may be required.

To work in partnership with families, carers, medical professionals, schools and support agencies.

### **Referral and Admission Procedures**

The majority of children's educational needs are best met in school, but for some children, at specific times, an education either in an alternative venue or at home may be appropriate.

Referrals to the service for Kingston and Richmond resident students who are unfit to attend school due to health need to come from the student's home school. The student remains on the roll of the home school while in receipt of the tuition.

There may be occasions when a student is not on the roll of a school for example:

- A student has recently moved in to the Borough, has a medical need and is awaiting a place in a school
- A student is awaiting a place at a suitable school after a medical condition which has significantly altered his / her physical, cognitive or communication and learning needs
- A student is electively home educated

### **Criteria for accessing the Medical Tuition**

There will be a wide range of circumstances where a student has a health need but will receive suitable education that meets their needs without the intervention of the LA, for example where a student can still attend school with some support or where the school has made arrangements to deliver suitable education outside of school using the school's resources. Schools must have a policy that sets out the support for students at school with medical conditions. (DfE statutory guidance September 2014). However there are some students for whom the LA must arrange suitable full time education (or as much education as the student's health condition allows) who cannot attend school due to medical needs.

Medical Tuition will be made available for:

- Students of compulsory school age (5-16) who are unable to attend school due to medical needs or injury. Education should be provided as soon as it is clear that the student will be away from school for 15 school days or more, whether consecutive or cumulative. Medical evidence must be provided by a medical or CAMHS consultant.
- Evidence must clearly state that the student is too unwell to attend school and set out the reasons why and where possible the expected time period of the condition and absence from school. If a pupil is under the care of (Child and Adolescent Mental Health Service) CAMHS, there is an expectation that CAMHS practitioners will form part of the multi-agency TAC (Team around the Child) and support education professionals with advice and guidance and offer relevant timescales for regular medical tuition reviews which they attend and support. The Tuition Service Managers will discuss with the medical professionals and parents/carers the number of hours of tuition the student can reasonably manage, whether tuition can take place in a group or requires individual tuition in the home and address the needs of the individual student.

The purpose of Medical Tuition is to provide short term tuition, either on a one to one basis or in groups, and to support the student to reintegrate to school as quickly as possible but retaining a degree of flexibility. Suitable full time education is the aim (or part time when appropriate according to the student's needs). Although full-time is not defined in law, children with health needs should have provision which is equivalent to the education they would normally receive in school. However, if the child is receiving individual tuition, the hours are likely to be fewer as the provision is more concentrated. For example, primary aged pupils are offered up to a maximum of 5 sessions per week and this can be up to 2.5 hours per session. This is very intensive and in many instances, young children on medical tuition cannot access sessions of this length. The number, frequency and length of sessions will be determined at the planning meeting and reviewed thereafter at termly reviews.

Secondary aged children who are able to access small group teaching may be able to attend Malden Oaks' school at either the Surbiton site (KS3) or the Duker Centre site (KS4) or the Norman Jackson Tuition centre (KS3 and KS4).

Suitable means appropriate to the child's age, aptitude and ability and any Special Educational Needs he or she may have. For students where the prognosis is longer term, then a review every term or 8 weeks should be undertaken. For students who are reintegrating to their school, the tailored reintegration plan should set out the levels of support required between the service and the home school. The service should address the needs of individual students in arranging provision to ensure the right level of educational support they are well enough to receive, guided by medical and/or mental health practitioner advice. Flexibility should also enable the service to maximise resources as efficiently as possible.

The school's SENCO or Inclusion Leader is usually the key contact for Tuition Service/EISS staff. Sharing of information will be necessary between colleagues from the Medical Tuition Service/EISS, schools, Health and other professionals and parents /carers. Schools and settings should make available relevant information such as school records, assessments, provision maps, planning, ISPs, EHC Plans, reviews, relevant medical diagnosis, Educational Psychologist's report, professionals' reports and staff and / or child views etc. Where the child has an active Child in Need, Child Protection, Early Help Family Support plan, or is Looked After, relevant information must be shared. Confidentiality and data protection policy must be followed involving the sharing and use of such information.

## **Roles and Responsibilities**

The School's role:

- Complete the Medical Tuition Service/EISS referral form as soon as it is known that the child is medically unfit to access school.
- Provide supporting evidence from the NHS / Consultant NB: Please note: the referral must state that the child is either receiving treatment or in a period of recovery following a medical procedure.
- Arrange an initial meeting between the Tuition Service, parents, the referring school and medical representative to agree educational support, mainstream reintegration plan and joint review cycle. Where the medical representative's attendance at this meeting would cause a significant delay, the school may decide to obtain this information verbally so that it can be available in the meeting.
- To provide programme of curriculum and relevant materials and liaise with the tutor in order to agree the individualised learning programme. This will be designed to ensure continuation in learning and where possible, taking into consideration child's health, to prevent gaps in learning occurring.
- Continue to maintain any plans such as PEPs and ISPs etc.
- Be active in the monitoring of progress (including the marking of coursework for secondary students) etc.
- Ensure parents and children are kept informed of school events (social as well as school curriculum meetings and parent interviews)
- Ensure arrangements for all examinations and SATs
- The pupil must remain on the roll of the school throughout the period of medical tuition
- The pupil should be marked as 'B'code (alternative provision) on the school register for the sessions they attend tuition. All other sessions should be marked as illness using the 'I' code (primary) and as a 'D' for all sessions (secondary).

- Convene termly reviews, ensuring up to date medical evidence is available for the meeting.

#### The Parent's role:

- Ensure the child is up, dressed and ready to engage in learning
- Ensure regular attendance (including access and engagement if at home)
- When in the home, a responsible adult must always present in addition to the tutor
- Provide an appropriate work space (not in the child's bedroom) to allow work to be completed.
- Commit fully to the reintegration plan and eventual return to school
- Provide early information to either the school or the Tuition Service/EISS if a problem arises
- Attend meetings and agree to share information regarding the child's medical needs
- Sign the tuition agreement form which outlines the expectations around tuition, including an appropriate home environment.

#### The child's role:

- Be ready to engage and work with the tutor
- Complete any agreed independent home work within the agreed timescales
- Be ready to communicate any needs or views
- Work together with the tutor and the school regarding the planned return to school (reintegration)

#### The Tuition Service/EISS role:

- Attend an initial meeting between the Tuition Service/EISS, parents, the referring school and medical representative to agree educational support, mainstream reintegration plan and joint review cycle.
- To complete an initial home visit and risk assessment.
- Arrange medical tuition suitable to the child's needs as quickly as possible. Tuition will commence in the home and where possible local venues such as libraries.
- The Tutor will liaise directly with the school regarding the individualised learning programme and, in the case of secondary students, support the return of set pieces of work for marking
- The service will be sensitive to the needs of the child and the family and provide flexibility where possible
- Regular reviews with students, parents, school and health professionals to monitor progress and plan for re integration.
- When well enough, the service will support the student to successfully re integrate into their school.

If the referral is not agreed the EISS (primary) or Malden Oaks (secondary) will contact the school to confirm why the referral does not meet the criteria. Further evidence may be submitted in order that the referral can be reconsidered.

#### The Medical/Health Service's role (consultant, paediatrician, EWMHS clinician, GP):

- To provide advice and guidance on the length and suitability of the tuition i.e. if the child is able to access tuition in a public place and expected hours of tuition according to the child's health needs.

- If the child is under CAMHS then there is an expectation that CAMHS practitioners will form part of the multi-agency TAC (Team around the Child) and support education professionals with advice and guidance and offer relevant timescales for regular medical tuition reviews which they attend and support.
- Attend review meetings where possible
- Provide written reports where necessary

### **Withdrawal of the programme**

The commissioned programme may be withdrawn if any of the following apply:

- The student fails to be available on a regular basis without appropriate medical evidence;
- Medical advice identifies that the child is medically unable to access any education and to do so would not be in the child's best interest.
- Up to date medical advice is not provided for the termly review.
- The home tuition agreement is not adhered to.
- There are any other circumstances which mean that the tuition venue does not meet the minimum health and safety standards for the tutor to work in.



## What is the Malden Oaks Medical Tuition Service? **How the service works**

The Medical Tuition Service provides one to one and small group educational support for children and young people living within the boroughs of Kingston and Richmond area. The Service aims to minimise disruption to learning for students who are unable to attend school due to physical illness, serious accidental injury, mental ill health or pregnancy. The service is able to provide daily tuition at a location that suits needs.

To be eligible for medical tuition a student must meet the following criteria:

- Expected to be absent from school for at least 15 days (consecutive or cumulative for the same medical condition)
- Be of compulsory school age
- Be subject to a medical care plan with the NHS, including the Child & Adolescent Mental Health Service.

If you feel your child meets the above criteria, talk to your child's school in the first instance, requesting a referral be made to our service. We are only able to accept referrals made by schools.

The referral process works as follows:

1. Referral made by school to medical tuition service with supporting evidence from NHS / Consultant. NB: the referral must state that the child is either receiving treatment or in a period of recovery following a medical procedure.
2. A meeting takes place between the Tuition Service, parents the referring school and medical representative to agree educational support, mainstream reintegration plan and joint review cycle.
3. Tutor liaises with mainstream school to agree individualised learning programme. This will be designed to ensure continuation in learning and where possible, taking into consideration child's health, to prevent gaps in learning occurring.
4. The Tuition Service completes an initial home visit and risk assessment.
5. Tuition commences in the home and where possible local venues such as libraries.
6. Regular reviews including students, parents, mainstream and health professionals monitor progress and plan for re integration.
7. When well enough, the service will support the student to successfully re integrate into their school.

Malden Oaks/AfC Tuition Service

Student:

DOB:

## Partnership Agreement between School / Malden Oaks Medical Tuition Service / Parents / Carers

### Outline of roles and responsibilities for each partner

The provision of education for students with medical needs that prevent them from attending school requires a partnership approach with each partner agreeing to certain roles and responsibilities.

Tuition will begin when the appropriate medical advice has been received and this document has been signed by all parties.

<b>School</b>	<b>Medical Tuition Service</b>	<b>Parents / Carers</b>
The student is to remain the responsibility of the school they are on roll at.	Liaise with appropriate medical professionals and family to ensure minimal delay in arranging suitable provision for the student.	Parents to maintain close contact with Home school and tuition service.
Attend an initial meeting to discuss support to be provided and arrange 6 weekly review meetings for student, parents and appropriate professionals.	Address the needs of individual students in arranging provision providing access to suitable and flexible education. Make a home visit and carry out a risk assessment.	Parents to provide a quiet suitable place to work, free from distractions. To agree the terms as discussed in the risk assessment.
Provide a named contact responsible for dealing with students unable to attend due to medical needs	Ensure that the education received is of good quality broad and balanced.	Parents to inform tuition service of any medical appointments that will impact on tuition times.
Provide information about the students' capabilities, levels and exams entered for (if appropriate).	Inform the home school of the student's progress during the tuition period. Send Monitoring forms outlining the number of lessons taught and progress made half termly	Twenty-four hours notice must be provided for any cancellations unless a medical emergency
Supply an appropriate programme of work consistent with what the student would be studying if they were in school.	Keep the parents informed of the student's progress and work closely with parents and student to consider their views. Target sheets to be sent weekly and a report sent at the end of the tuition period	If three sessions are cancelled without due notice tuition will be cancelled until a meeting can be arranged in the home school to discuss the next step.
Supply suitable resources to support programme of work	Ensure parental permission is gained before discussing student issues and respect confidentiality.	Parents to share any educational, social or medical information that might affect their child's progress.
Assess all coursework and organise exam entries and arrangements for taking exams	Provide and request advice from other professionals.	Support the agreed education programme and reintegration plan
Keep the student informed about school events	Encourage students to evaluate own learning as appropriate	Parent or responsible adult to greet tutor and be on call throughout the lesson.
	Provide support to facilitate a successful reintegration into school or next provider of education	Attend all review meetings
Signed _____ Date _____ Headteacher / school contact	Signed _____ Date _____ Head of Tuition Service	Signed _____ Date _____ Parent / Carer

## Home tuition

### Agreement between Malden Oaks and parents/carers for home tuition.

- Malden Oaks will communicate the times of the tuition sessions, typically between 8:45-10:30am, 11:15-1:00pm or 2:00-3:45pm.
- At the allocated time, students should be up and dressed in appropriate clothing.
- Teachers will not enter a student's bedroom or teach them while they are wearing night clothes.
- A suitable table with upright chairs should be provided in an adequately lit room.
- Teachers will provide all books, learning materials and stationery, but students may choose to use their personal pens/pencils if they prefer.
- A parent or other responsible adult (over 18) must remain in the home, within earshot, throughout the lesson. If the adult is not present, or leaves the house, the teacher will have to leave.
- During the lesson, students should not eat or drink, apart from water.
- No smoking to take place during the tuition session.
- Pets must be caged or kept in separate rooms.
- The room should be quiet – no TV, radio or music.
- Only the teacher and the student should be in the room. This may be relaxed during the first few sessions, if the student needs the reassurance of the parent/adult while they get to know the teacher.
- In PSHE sessions (delivered on rotation) you may cover some of the following topics: sex and relationships, drug-taking, alcohol, general well-being and healthy eating. We expect all students to take part. If parents/carers have any concerns or need further information, they should make an appointment to discuss this.
- Mobile phones should not be used for any reason during the session unless directed by the teacher.
- Teachers will not take students out of the home unless by prior agreement with the parent and Louise Barnes (Tuition service lead).
- In case of illness, or any other reason for cancellation, parents/carers should phone the Malden Oaks office on 0208 289 4664 or email Claire Hill [chill139@maldenoaks.rbksch.org](mailto:chill139@maldenoaks.rbksch.org) at their earliest convenience.
- Key contact for communication is Louise Barnes, Tuition service lead [abarne10@maldenoaks.rbksch.org](mailto:abarne10@maldenoaks.rbksch.org) or 0208 289 4664.

Please sign below to confirm understanding of the above points.

Date \_\_\_\_\_ Signed \_\_\_\_\_ (Parent/Carer)

Signed \_\_\_\_\_ (Student)

Signed for Malden Oaks \_\_\_\_\_

## Home Tuition Session Report

This form is to be completed electronically and emailed to Louise immediately after each tuition session (on the same day): [chill139@maldenoaks.rbksch.org](mailto:chill139@maldenoaks.rbksch.org) and [abarne10@maldenoaks.rbksch.org](mailto:abarne10@maldenoaks.rbksch.org)

Student \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

Subject \_\_\_\_\_

Content/Topic covered in lesson

VLE work completed

VLE work set

Were all elements of the written agreement adhered to? YES / NO

If no, insert details including details of how this was raised with the parent/carer and the response

Any safeguarding concerns? YES / NO

If YES insert details and ensure that this information is also communicated immediately by phone to Louise 0208 289 4664

Any other comments or concerns

## Information for families - Medical Tuition

### Who we are

The Education Inclusion Support Service (EISS) supports primary aged pupils who are unable to attend school due to medical and/or SEN needs.

### Guiding Principles

The EISS will:

- respect, value and understand the individual needs of the children and young people
- hold high expectations of young people and help them achieve realistic targets

### Service Offer

- Provision will be made for tuition to take place at the home of the child or at another suitable location e.g. Local library or children's centre.
- The school, the tuition service and parent/carers will sign a Partnership Agreement
- When teaching in the home a parent/carer will always need to remain on site during the session.
- Tuition is delivered by the EISS during term time only, and sessions run from Monday to Friday. Students are allocated between 3 and 5 sessions per week lasting up to 2.5 hours per session (depending on student's medical needs). These run in the morning and afternoon and start and finish times are flexible.
- Children and young people will receive an education of similar quality to that available in school, which encompasses a broad and balanced curriculum with a focus on core subjects. As tuition is on a 1:1 basis then teaching will be more concentrated and the hours are likely to be fewer than the hours attended at school eg. up to 5 sessions per week of up to 2.5 hours
- For those pupils on roll at a mainstream school, EISS staff will liaise with school staff to ensure that as much as possible students can keep up with the work their own classes are covering.
- Tuition will be delivered by fully qualified teachers unless otherwise agreed.
- The service will ensure pupils with SEN have access to a curriculum which best meets their needs.
- Partnership with parents/carers and schools is seen as essential and the views of the child or young person will be sought and valued.
- A progress and attendance report will be provided to parent/carers and the relevant school where the pupil is on roll every half term.
- The service will ensure that its staff are active in monitoring progress towards reintegration and will ultimately support the pupil's reintegration back into school at the end of the period of tuition.

All queries should be directed to [eiss@achievingforchildren.org.uk](mailto:eiss@achievingforchildren.org.uk) or you can call the Service on 020 8547 6680. If tuition has already started then queries can be raised directly with your tutor.

### When would the support start?

- Contact will be made with parents as soon as the referral is agreed
- The EISS aim to start tuition as soon as a suitably qualified teacher is available. This is usually within a 2-3 week period
- As soon as a teacher is secured, then a home visit will be arranged in order to meet the staff from EISS and to talk about the medical tuition offer for your child

<b>Pupil Name</b>		<b>Date of Session</b>	
<b>Tutor Name</b>		<b>Location</b>	
<b>Current Year Group</b>		<b>Assessed Level</b> (Year group + emerging/expected/exceeding) <b>MATHS :</b> <b>ENGLISH :</b>	

No.	Subject and/or SEN Learning Objectives and tasks	MET	Partially MET	NOT MET
1				
2				
3				

**Overview of session:** *Please give general overview of session, any difficulties or successes. Did session follow the designated timetable? If not why? Use short concise sentences. Use bullet points. Attach all other forms to this report.*

**A safeguarding concern has been logged regarding this student**

Date logged with manager		Copy attached?	
--------------------------	--	----------------	--

## Partnership Agreement between School/ EISS/ Parents or Carers

### Outline of roles and responsibilities for each partner

Pupil Name:	Date of Birth:		
School/Academy/Governors	EISS Tuition Service	Parents/Carers	
<p>The pupil is to remain the responsibility of the school they are on roll at</p> <p>Make a referral to EISS for medical tuition as soon as necessary evidence is available</p> <p>Provide a named contact person responsible for dealing with pupils unable to attend school due to medical reasons</p> <p>Provide information about the pupils' capabilities, levels and exams entered (if appropriate)</p> <p>Supply an appropriate programme of work consistent with what the pupil would be studying if they were in school</p> <p>Supply suitable resources to support the programme of work</p> <p>Keep the pupil or pupils parents/carers informed of school events</p> <p>Track pupils attendance in partnership with EISS</p> <p>Attend/call regular review meetings in school to discuss progress (every 6-8 weeks)</p>	<p>Liaise with appropriate medical professionals and family to ensure minimal delay in arranging provision for the student</p> <p>Address the needs of individual students in arranging provision providing access to suitable and flexible education</p> <p>Schedule a home visit and complete a dynamic risk assessment</p> <p>Ensure that the education received is of good quality, broad and balanced</p> <p>Inform the school of the students progress during the tuition period and ensure attendance is monitored and reported half termly.</p> <p>Keep parents informed of students progress and work closely with parents and student to consider their views. Report to be sent out half termly.</p> <p>Provide and request advice from other professionals where necessary.</p> <p>Provide support to facilitate a successful reintegration into school or next provider of education where appropriate.</p>	<p>Parents to maintain close contact with EISS</p> <p>Parents to provide a quiet and suitable place to work (not a bedroom) which is free from distractions (ie. televisions, ipads, mobile phones and pets)</p> <p>To ensure a supportive routine is agreed and maintained by the pupil in the home to enable successful engagement with EISS tutor</p> <p>Parents to inform EISS of any medical appointments that will impact on tuition times</p> <p>Parents to share any educational, social or medical information that might impact their child's progress</p> <p>Parent or responsible adult (previously vetted by the service) to be present in the home throughout the entire session and on call if needed</p> <p>Support the agreed education programme and reintegration plan</p> <p>Parents to give sufficient notice of child's absence by contacting the EISS in advance</p>	
<p>Signed _____ (School representative)</p> <p>Date: _____</p>	<p>Signed _____ (AfC EISS representative)</p> <p>Date: _____</p>	<p>Signed: _____ (Parent/Carer)</p> <p>Date: _____</p>	