

Children With Health Needs Who Cannot Attend School Policy



Responsibility: Miss Barnes

Approved on: 17th July 2025

Next Review Date: July 2026

[Handwritten signature]
Daniel Taylor
17/7/25

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Statement of intent

Nelson Primary School aims to ensure that all pupils who are unable to attend school due to medical needs continue to have access to as much education, including physical education, and as many school trips as their medical condition allows.

Due to the nature of their health needs, however, some pupils may be admitted to hospital or placed in alternative forms of education provision and unable to attend school as normal. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to help reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all pupils with medical needs receive the right level of support to enable them to maintain links with the school.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'Working together to improve school attendance'

This policy operates in conjunction with the following school policies:

- Attendance and Policy
- Child Protection and Safeguarding Policy
- Children Missing from Education Policy
- Pupil Confidentiality Policy
- Data Protection Policy
- Exam Access Arrangements Policy
- Records Management Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

2. LA duties

For the purpose of this policy, the LA's duties when pupils are unable to attend school due to health needs are outlined below. These duties have been included so as to differentiate the responsibilities that lie with the school and those that will be carried out by the LA. The school is not responsible for ensuring that the LA meets its responsibilities – the school's responsibilities are outlined in the ['Roles and responsibilities'](#) section of this policy.

The LA will be responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school will fulfil its duty to effectively collaborate and communicate with the LA as required.

In line with statutory guidance, it will be the LA's responsibility to:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutively or cumulatively.
- Liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.

- Address the needs of individual pupils in arranging provision.
- Have a named officer responsible for the education of pupils with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for each pupil and that it provides suitable education.
- Have clear policies on the provision of education for children and young people under and over compulsory school age.
- Maintain good links with the schools in its area and put systems in place to promote co-operation between them when children cannot attend due to ill health.

To comply with statutory guidance, the LA will be expected to not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.
- Have policies based upon the percentage of time a pupil is able to attend school rather than whether the pupil is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

3. Definitions

“**Children with health needs**” are children of compulsory school age who are unable to attend school as a result of their medical needs. These medical needs include:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Children who are unable to attend mainstream education for health reasons may attend or participate in any of the following:

- **Hospital school** – a school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- **Home tuition** – many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- **Medical PRUs** – these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

For the purpose of this policy, “**school-based support**” in relation to supporting pupils with additional health needs may include:

- Day-to-day support offered at school where the pupil is able to attend as normal.
- Support given to pupils who are absent from school because of illness for a period of less than 15 school days, whether consecutive or cumulative.
- Any educational or extra-curricular provision as requested by the LA as part of its arrangements for pupils who cannot attend school full-time, e.g. where the pupil attends school part-time as an arranged part of their full-time education provision.
- As part of their reintegration into normal school attendance following a period of absence or part-time attendance due to health needs.

“**LA-arranged education**”, for the purpose of this policy, is defined as education provision arranged by the LA where the pupil cannot attend school full time due to medical reasons for a period of 15 school days or more, whether consecutive or cumulative.

4. Roles and responsibilities

The governing board will be responsible for:

- Ensuring there is a schedule of regular updates on the arrangements made for pupils who cannot attend the school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in any school-based arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents where a pupil with health needs is able to, or partially able to, attend school and/or extra-curricular activities.
- Ensuring staff with responsibility for supporting pupils with additional health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

The headteacher will be responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting pupils with additional health needs.
- Working collaboratively with the LA, parents and other professionals, as necessary, to develop any school-based arrangements to meet the needs of pupils.
- Ensuring any school-based arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for pupils with additional health needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Ensuring any school-based support put in place focusses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with additional health needs who are attending school, or attend school part-time.

- Providing teachers who support pupils with additional health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing annual reports to the governing board on the effectiveness of any school-based arrangements in place to meet the needs of pupils who cannot attend school due to health needs.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

The named member of staff Miss Louise Barnes will be responsible for:

- The management of any pupils registered at the school who are unable to fully attend school because of their health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying any LA-arranged education providers with information about pupils' capabilities, progress and outcomes.
- Liaising with the headteacher, LA-arranged education providers, and parents to help determine pupils' programmes of study whilst they are absent from school, where necessary.
- Keeping pupils who are being educated by LA-arranged education providers informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, the school, and LA where necessary.

Staff will be responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing school-based activities, including lessons, in a way that allows pupils with additional health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in any school-based support for pupils with additional health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of individual pupils' health needs.
- Keeping parents informed of how their child's health needs are affecting them whilst in school-based education.

Parents will be expected to:

- Ensure, where school-based provision is in place, the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school, LA and any LA-arranged provision to ensure the best possible outcomes for their child.
Notify the school, or the relevant education provider, of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how any school-based support, including reintegration, for their child should be planned.

5. Managing absence

Parents will be required to contact the school on the first day their child is unable to attend due to illness.

Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.

The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days, whether consecutive or cumulative, by liaising with the pupil's parents to arrange schoolwork, as soon as the pupil is able to cope with it, or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their parents and relevant members of staff.

However, as soon as it is clear that the pupil will be away from school for 15 days or more or is too unwell to access education at their home school/normal place of education, the school/academy should hold a 'Team around the Child' meeting with the family and relevant professionals before making a section 19 referral. If after the meeting it is clear that education cannot be provided by the school a section 19 referral will be made to the named LA officer Lisa Smith. The referral can be made here

https://www.birmingham.gov.uk/info/50360/section_19_policy/3011/section_19_referrals

Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.

For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.

The LA will set up a personal education plan (PEP) for the pupil which will allow the school, the LA and the provider of the pupil's education to work together.

The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education other than at school.

The school will only remove a pupil who is unable to attend school because of additional health needs from the school roll where:

- The pupil has been certified by the school's medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
- Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the school's medical officer, even if the LA has become responsible for the pupil's education.

Staff will be alert to the fact that missing education can put pupils at risk of harm and may be an indicator of a safeguarding issue. Concerns will be handled in line with the Child Protection and Safeguarding Policy and Children Missing from Education Policy. Staff will also be particularly alert to the potential need for early help for pupils with additional health needs.

6. Support for pupils

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.

The LA expects the school to support pupils with additional health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.

The school will make reasonable adjustments under pupils' IHPs (individual health care plans), in accordance with the Supporting Pupils with Medical Conditions Policy.

Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.

During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.

Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods:

- School newsletters
- Marvellous me updates
- Invitations to school events
- Cards or letters from peers and staff

Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.

To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the named staff member
- Access to additional support in school
- Online access to the curriculum from home
- Accessibility to the classroom
- Places to rest at school
- Special exam arrangements to manage anxiety or fatigue

7. Reintegration

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.

The school will work with the LA when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.

As far as possible, the pupil will be able to access the curriculum and materials that they would have used in school.

If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the pupil.

The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.

For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.

The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

The reintegration plan will include:

- The date for planned reintegration, once known.
- Details of regular meetings to discuss reintegration.
- Details of the named member of staff who has responsibility for the pupil.
- Clearly stated responsibilities and the rights of all those involved.
- Details of social contacts, including the involvement of peers and mentors during the transition period.
- A programme of small goals leading up to reintegration.
- Follow-up procedures.

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

8. Information sharing

It is essential that all information about pupils with additional health needs is kept up-to-date.

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used, in accordance with the Pupil Confidentiality Policy.

All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via a noticeboard in the staffroom.

Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:

- Ensure this policy and other relevant policies are easily available and accessible.
- Provide the pupil and their parents with a copy of the policy on information sharing.

- Ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used.
- Consider how friendship groups and peers may be able to assist pupils with additional health needs.

When a pupil is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

9. Record keeping

In accordance with the Administering medication Policy, written records will be kept of all medicines administered to pupils.

Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed.

All records will be maintained in line with the Records Management Policy.

10. Training

Healthcare professionals will be involved in identifying and agreeing with the school the type and level of training required. Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.

Staff will be trained in a timely manner to assist with a pupil's return to school.

Once a pupil's return date has been confirmed, staff will be provided with relevant training at least one week before the pupil's anticipated return.

Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

11. Examinations and assessments

Staff will follow procedures set out in the Exam Access Arrangements Policy to identify and apply for access arrangements or reasonable adjustments before an exam to ensure pupils with additional health needs are not put at a disadvantage, where applicable.

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.

Relevant assessment information will be provided to the alternative provision provider if required.

Awarding bodies may make special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible.

12. Monitoring and review

This policy will be reviewed by the governing board on an annual basis. Any changes to the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.

Appendix

Referral Date	
Name of person making referral	
Job Title	
School/Agency	
Email	
Tel No	
I am happy to be contacted by email to provide feedback on the JBA referral process.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Parent/Carer Consent	It is essential that the pupil and parents/carer/guardian are fully aware that this referral is being made and that personal and sensitive information is being shared with James Brindley School. Please confirm that you have discussed this referral with the pupil's parent/carer and that they are in agreement with the referral being made. If the pupil is not currently registered with James Brindley School we may require you to obtain further information from relevant professionals if required.	Has Parent/Carer consent been obtained? (Please delete as appropriate) Yes / No
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Pupil Premium	James Brindley School will monitor and provide for those pupils entitled to Pupil Premium during the time they are registered with our school. It is therefore, expected that prior and current education providers receiving this funding will transfer pro-rata balances to our control. Further information will be provided should the pupil become registered to JBS.
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Please state the JBA provision being requested:

KS3 SEMH Teaching Centre – Northfield (Temporary Alternative Provision)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
KS4 SEMH Teaching Centre – Parkway (Temporary Alternative Provision)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please ensure that all personal and sensitive information is sent securely.

Home Teaching – For pupils to unwell to attend school. Requests for home teaching must be supported by current medical evidence from a specialist, stating that the pupil is too unwell to access education way from the home.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Pupil Name	UPN	
Date of Birth	ULN	
Academic Year Group	Please state the Local Authority in which the pupil currently resides	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Identified Gender (if different from above). Please include preferred pronouns	Date last in school	
	Current attendance %	

<u>Home Address</u>	<u>Additional Address</u>
Address Line 1	Address Line 1
Address Line 2	Address Line 2
Address Line 3	Address Line 3
Address Line 4	Address Line 4
Postcode	Postcode

Please ensure that all personal and sensitive information is sent securely.

Parent/Carer Details

Primary Responsibility	Other with parental Responsibility
Name of Parent/Carer 1	Name of Parent/Carer 2
Address	Address
Tel No	Tel No
Email	Email
Mobile No	Mobile No
Is contact prohibited?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agency (If applicable)	Agency (If applicable)

Monitored Groups

Child Protection	Yes <input type="checkbox"/> No <input type="checkbox"/>	SEN Support	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child in Need	Yes <input type="checkbox"/> No <input type="checkbox"/>	EHCP	Yes <input type="checkbox"/> No <input type="checkbox"/>
Looked After Child	Yes <input type="checkbox"/> No <input type="checkbox"/>	SEND Support Provision Plan (SSPP)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Previously LAC	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pupil Premium	Yes <input type="checkbox"/> No <input type="checkbox"/>
Most Able	Yes <input type="checkbox"/> No <input type="checkbox"/>	Early Help Assessment completed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Young Carer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Request for Support made	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other?			

School Contact Details – If different from the referrer please provide details of who we should liaise with regarding this referral:

Please ensure that all personal and sensitive information is sent securely.

Key Contact Person		Email
Position		Tel No
Name of School		
SENCO		

Educational Information

End of Key Stage	English	Maths	Science
2			
Year 6 (SATs)			

Professionals/Agencies involved with the pupil

	Contact name	Organisation	Email Address	Contact Numbers	Is the pupil currently engaging with this service?
Educational Psychologist					
Mental Health Services/Support					
CAT Team/Autism Support					

Please ensure that all personal and sensitive information is sent securely.

PDSS					
PSS					
Family Support/Early Help					
Social Care					
Please provide details of any other agencies not mentioned above: E.g. School Nurse, Mentoring Services					

Referral Information

Pupil Voice – What are the views of the pupil?

- Please discuss the referral with the pupil and provide a summary of their views on a potential placement at JBA. These views will be discussed at the referral meeting if a place is offered.

Please ensure that all personal and sensitive information is sent securely.

Why are you referring this pupil to JBA?

Please include:

- Specific detail relating to why the pupil is unable to attend their school, even after all adjustments and inclusion strategies have been implemented.
- Timeline/Detail of support strategies that school has implemented to engage the pupil and support inclusion.
- Detail of any support provided by external agencies e.g. Mental Health professionals, Educational Psychologist, CAT Team, Family Support, Health Professionals, Social Services, etc, targeted at supporting engagement with school and supporting inclusion.
- If the pupil does not have an EHCP please state whether this process has been started.
- Reasons for any exclusions (temporary and/or permanent)

Please ensure that all personal and sensitive information is sent securely.

Please ensure that you send the following supporting information to us in addition to the completed referral form. Please use the tick list to double check that you have included the information as requested. If you do not supply the information requested this will delay the referral being taken to our referral panel. Please note that certain documents **MUST** be provided with all referrals. Please check your organisation's attachment size limit when sending documents.

Supporting Evidence Required	Evidence Supplied?
<ul style="list-style-type: none">Evidence of formal medical diagnosis (or copies of appointment/referral letters if the pupil is awaiting an appointment/assessment).	Must be provided

Please ensure that all personal and sensitive information is sent securely.

• Copies/summary of any school support plans.	Must be provided
• Reports and summary of ongoing involvement from health/mental health services.	Must be provided
• Evidence of involvement from other professionals e.g. Educational Psychologist, Communication and Autism team (if applicable), family support, school nursing service.	Must be provided
• Attendance reports for the current and previous academic year.	Must be provided
• Most recent school report.	Must be provided
• Behaviour Logs (Including details of any exclusions).	Must be provided
• Early Help Referral/Family Plan (if applicable).	Yes <input type="checkbox"/> No <input type="checkbox"/>
• EHCP (If applicable) .	Yes <input type="checkbox"/> No <input type="checkbox"/>
• SEND Support Provision Plan (if applicable).	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Any other information you feel is relevant to the referral. Please list here:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SEN Needs	Please Tick	SEN Needs	Please Tick
ASC: Autistic Spectrum Condition	<input type="checkbox"/>	PMLD: Profound and Multiple Learning Difficulties	<input type="checkbox"/>
HI: Hearing Impairment	<input type="checkbox"/>	SEMH: Social, Emotional & Mental Health	<input type="checkbox"/>

Please ensure that all personal and sensitive information is sent securely.

James Brindley Academy - Referral Form 2023/2024

MLD: Moderate Learning Difficulties	<input type="checkbox"/>	SLCN: Speech, Language & Communications Needs	<input type="checkbox"/>
MSI: Multi-Sensory Impairment	<input type="checkbox"/>	SLD: Severe Learning Difficulties	<input type="checkbox"/>
NSA: SEN support but no specialist assessment of need type	<input type="checkbox"/>	SPLD: Specific Learning Difficulties	<input type="checkbox"/>
OTH: Other Difficulty/Disability	<input type="checkbox"/>	VI: Visual Impairment	<input type="checkbox"/>
PD: Physical Disability	<input type="checkbox"/>		

Other specific identified needs:	Please Tick	Medical Needs	Please Tick
ADHD: Attention Deficit & Hyperactivity Disorder	<input type="checkbox"/>	ONCOLOGY	<input type="checkbox"/>
ANX DEP: Anxiety & Depression	<input type="checkbox"/>	ORTHOP: Orthopaedics	<input type="checkbox"/>
OCD: Obsessive Compulsive Disorder	<input type="checkbox"/>	RESP: Respiratory	<input type="checkbox"/>
EATING DISORDER: Eating Disorder	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
POST TRAUM SD: Post Traumatic Stress Disorder	<input type="checkbox"/>	CARDIAC	<input type="checkbox"/>
PSYCHOSIS: Psychosis	<input type="checkbox"/>	DEGENERESS: Degenerative Illness	<input type="checkbox"/>
SCHOOL REFUSAL: School Refusal	<input type="checkbox"/>	DERMATOLOGY	<input type="checkbox"/>
SELF HARM: Self Harm	<input type="checkbox"/>	GASTRENTEROLOGY	<input type="checkbox"/>
TOURETTES: Tourette's Syndrome	<input type="checkbox"/>	HAEMOTOLOGY	<input type="checkbox"/>
PSYCHIATRIC: Psychiatric Other	<input type="checkbox"/>	HEPATOLOGY	<input type="checkbox"/>
ODD – Oppositional Defiance Disorder	<input type="checkbox"/>	NEPHROLOGY	<input type="checkbox"/>
PDA – Pathological Demand Avoidance	<input type="checkbox"/>	NEUROLOGY	<input type="checkbox"/>
CFS – Chronic Fatigue Syndrome	<input type="checkbox"/>	OTHER – Please state:	<input type="checkbox"/>
OTHER – Please state:	<input type="checkbox"/>	M - ALLERGIES. Please state -	<input type="checkbox"/>

Please email the completed referral form and supporting documents to referrals@jamesbrindley.org.uk Please ensure that all personal and sensitive information is sent securely. For administrative purposes, please ensure that the referral form is returned in WORD format.

Please ensure that all personal and sensitive information is sent securely.

Privacy Notice: Information about pupils in James Brindley Academy

UK General Data Protection Regulation and Data Protection Act 2018: How we use pupil information

We collect and hold personal information relating to our pupils and also receive information about them from their previous school, healthcare providers, local authority and/or the Department for Education (DfE). We use this personal data to:

- assess pupil referrals to the school
- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Pupils aged 13+

Once our pupils reach the age of 13, the law requires us to pass on certain information to Birmingham Local Authority (or the relevant local authority for out of area pupils) who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to the local authority by informing the Sector Administrator. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to your local authority website [<https://www.birmingham.gov.uk/>].

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of your own or your child's information that we hold through a Subject Access Request, please contact:

- The Data Protection Officer (DPO) dpo@jamesbrindley.org.uk

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the **UK General Data Protection Regulation**.

Please ensure that all personal and sensitive information is sent securely.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the local authority and/or DfE collect and use your information, please visit:

- Birmingham Local Authority at <https://www.birmingham.gov.uk/schools>; or your Local Authority website.
- The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Retention of Data

The school retains pupil information in accordance with the legal requirements, for educational records this is the date of birth of the pupil + 25 years.

Unsuccessful pupil referrals Information will be retained for 12 months.

Please ensure that all personal and sensitive information is sent securely.

