

### **Pupils who meet the criteria:**

Any pupil who is absent for longer than 15 school days and who is unable to attend school as a result of:

- Physical Health problems
- Physical injury
- Progressive conditions
- Terminal illness
- Mental health problems, including anxiety

### **Making a referral:**

Referrals must originate from the mainstream school, on the official referral form, with supporting evidence of referral made to an appropriate medical practitioner, such as:

- Community Paediatrician
- Hospital Consultant
- Consultant Child Psychologist / Clinical Psychiatrist Nurse (CAMHS)

### **Children in Hospital**

- Hospital tutor will refer children after discharge
- Schools must refer children discharged from hospital if not returning to school

### **Responsibilities of the School**

- To designate a named person of the staff to be responsible for dealing with pupils who are unable to attend school because of medical needs
- To ensure early referrals of identified pupils

### **The designated named person should:**

- Take responsibility for supplying the home tutor with information about pupils .
- Provide progress update and programme of work
- Liaise with subject teachers to ensure work is consistent with what the pupil would be studying at school
- Arrange planning and review meetings
- Liaise with the home tutor to reintegrate the pupil into school

### **Responsibility of the Home tutor**

- To offer the pupil a minimum of 5 hours per week
- To implement agreed programme of work from school

- To attend review and multi-agency meetings concerning the pupil
- To implement agreed programme of reintegration

#### **Withdrawal of Provision:**

- Home Tuition will cease upon the successful return to school / mainstream provision
- If a pupil fails to attend tuition on a regular basis without a valid reason for absence, the pupil will be referred to the CPP who will decide whether tuition continues
- Tuition will also be withdrawn if a pupil does not engage in any therapeutic programme which has been recommended.

Referrals should be sent for the attention of:

Michelle Burlinson  
Vulnerable Pupils Panel  
Together for Children

Room 2.42  
Civic Centre  
Sunderland  
SR2 7DN

Tel: 0191 5611442

Email:

[VPP@togetherforchildren.org.uk](mailto:VPP@togetherforchildren.org.uk)

Copy email to:

[michelle.burlinson@togetherforchildren.org.uk](mailto:michelle.burlinson@togetherforchildren.org.uk)



## **HOME AND HOSPITAL TUITION SERVICE**

### **Guidance for Schools**

#### **The Aims of Home Tuition are:**

- To maintain the continuity of education
- To minimise as far as possible, the interruption and disruption of a pupils education caused by a medical condition
- To access as much education as the medical condition allows
- To reintegrate pupils back into mainstream full time education at the earliest opportunity