

2nd September 2019

Warwickshire Flexible Learning Team

SEND & Inclusion
Education Services
Communities Directorate
Oakfield Park
32 Bilton Road
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Lynda Lowe
Manager, Flexible Learning Team

www.warwickshire-flt.org.uk

Message to all head teachers and SENCO's of Warwickshire primary and secondary schools

Dear Head Teacher/SENCO

The Flexible Learning Team exists to provide support to Primary and Secondary schools for pupils who are unable to attend school for periods of time, as a result of ill health. This covers physical illness and injury and diagnosed mental health conditions, e.g anxiety, depression, eating disorders. The Flexible Learning Team is available to all pupils registered with a Warwickshire school.

The Flexible Learning Team remains a part centrally funded local authority service. Schools requesting support will be invoiced at 80% Key Stage AWPU. This charging will commence after an initial meeting in school to agree Flexible Learning input. Schools will receive an invoice at the end of each half term.

Support is provided in line with the DFE guidance '**Ensuring a Good Education For Children Who Cannot Attend School Because of Health Needs**' DFE-00307-2013.' There is a statutory requirement that these pupils should receive education as close as possible to their full entitlement, dependent upon their capacity to engage, as dictated by their medical condition. There is a County policy in place, which should be referred to for guidance. '**Access To Education For Children & Young People With Health Needs**' April 2013

Each school should identify a designated point of contact to make the referrals and liaise with the Flexible Learning Team. It is also advisable to refer to the guidance for schools and governing bodies on '**Supporting Pupils at School With Medical Conditions**' DFE-00024-2014'.

Parental permission must be sought by the school, prior to requesting the support of the Flexible Learning Team and to permit staff to have access to confidential medical information. Flexible Learning Team seeks to work in partnership with the school, which retains responsibility for their pupils and to ensure access to other services where needed.

Pupils remain on their school roll. In the event of prolonged absence, medical updates in the same format will be requested from the Consultant or GP via the school, at least termly and at the start of a new school year.

It has been our experience that pupils usually fare much better when kept in close contact with their home school, following the school curriculum as much as possible. This minimises the disruption to their education and facilitates early and successful reintegration to school or transition to new settings. Work set by school will usually need to form a part of their programme.

For school attendance records, pupils should be coded as 'I' ill, during the period of required support, with a 'B' code used only where education sessions have taken place with the Flexible Learning Team or in Alternative Provision. Schools are able to monitor attendance and code correctly via a school login to our electronic recording and attendance system, once a completed referral is accepted.

If there are additional needs requiring further intervention, it is advisable for school to refer to Early Help to access wider support.

Further information, advice for schools/professionals, a copy of the policy and the form on which to request Flexible Learning Team support, are all available via the Flexible Learning Team website, www.warwickshire-flt.org.uk or on 01926 742459.

Yours faithfully

A handwritten signature in cursive script that reads "Lynda Lowe".

Lynda Lowe
Manager, Flexible Learning Team