

Out of School Tuition Referral Form Guidance Notes

In Derbyshire, Out of School Tuition (OOST) provides short term education and supports integration for young people who are unable to attend school because of medical needs, including school aged mothers. We follow statutory guidance:

Department for Education: Arranging education for children who cannot attend school because of health needs (December 2023)

Please read the following guidance notes:-

- Schools within Derbyshire County Council Local Authority are offered the first 14 weeks of tuition without charge; for schools outside the LA and private schools /independent schools /Support Centre's the charges are applied immediately.

KS1/2 pupils the weekly rate is £70

KS3 pupils the weekly rate is £100

KS4 pupils the weekly rate is £115

The total amount levied for an individual young person with a long-term medical need will be capped at a sum equivalent to 38 school weeks.

Please note should a school re-refer within 12 months of a case closing then cost recovery will be immediate if the school have already received the full 14 weeks free (where applicable). Where only part of the free 14 week period has been used then the remaining free period will be applied before cost recovery.

- Schools must include medical evidence **dated within the last 14 weeks** along with this referral from a senior medical practitioner and wherever possible their email address. This could be a consultant with responsibility for the child or a senior CAMHS worker. We cannot accept a recommendation or letter from a GP unless this has been requested by a consultant as part of a long term medical condition. The medical evidence will need to be reviewed every 14 weeks if the case needs to be extended.
- It would help the referral process if a relevant medical evidence providers email address could be shared with OOST.
- Occasionally we may accept a referral from a medical practitioner whilst the pupil waits for a CAMHS assessment. However, please be aware that if the pupil does not engage with CAMHS then the pupil will no longer meet OOST criteria and the case will close.
- School age mothers are entitled to 18 weeks of provision, which is split into 9 weeks before the birth of the child and 9 weeks afterwards, with a compulsory break of 2 weeks. School will need to include a copy of the MATB1 form with the referral.
- OOST cannot offer educational provision because a child has a diagnosis of a condition such as ASD, ADHD or similar non-medical conditions.
- OOST cannot offer provision until the child has been away from school for 15 days or more.
- OOST cannot offer educational provision as part of a 'top up service', for example, where children have fallen behind in their studies because of illness.
- OOST cannot offer educational provision where a child is in school, unless it is on a very minimal part time basis. However, in the later stages of an accepted case, we will continue to

support where a phased integration package is put in place, which includes some time in school or college.

- It is vital that the school has discussed the referral properly with parents and the child, and that they are aware of the fact that they will need to have a responsible adult at home during tuition times.
- Schools can offer advice to OOST on how they feel our provision would be best delivered i.e in person or online.
- School must have a named teacher who is able to work with the tutor and chair Education Plan (EP) meetings with the family, tutor and other agencies.
- School must provide good-quality resources, including printed materials, or access to school online resources, in a timely manner, so that the child can have access to the same curriculum as their peers in school wherever possible. There is emphasis on core subjects.
- School will need to arrange for suitable exam entry and invigilation where appropriate.
- OOST will no longer be able to post a copy of the parents letters regarding the current stage of OOST provision to them directly.
- As school maintain responsibility for your pupil school must take responsibility for sharing the attachments provided to school with the parent.
- OOST will not send an extension letter to parents and the school will receive a confirmation email of the new date only which they can share.
- The tutor will close the case on the date stated on the initial letter. If school supports an extension then they will be required to provide updated medical evidence.
- If school decide that they wish to continue with provision then before the end date school will need to contact the medical practitioner and ask for written confirmation that states the following criteria and provide it to OOST:
 - That the pupil is engaging with their service and attending clinic appointments or awaiting an assessment
 - That they support a continuation for 14 weeks as the child's medical needs are likely to mean they cannot return during this period
 - Or that a plan to integrate in the next 14 weeks is appropriate
- Should you wish to close provision at any time please email oost@derbyshire.gov.uk to advise our team detailing the reason.