

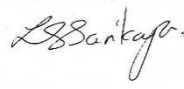


THE ST. BART'S
ACADEMY
— TRUST —

**Pupils with
Additional Health Needs
Attendance Policy**

March 2023

The St. Bart's Academy Trust
Pupils with Additional Health Needs Attendance Policy

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Statement of intent

St Bart's Multi-Academy Trust aims to ensure that all pupils who are unable to attend its academies due to medical needs continue to have access to as much education, including physical education, and as many school visits 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 the academy as normal. We recognise that, whenever possible, pupils should receive their education within their academy and the aim of the provision will be to help reintegrate pupils back into the academy 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 academy and will work with the Local Authority (LA), healthcare professionals and families to ensure that all pupils with medical needs receive the right level of support to enable them to maintain links with the academy.

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 (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'

2. LA duties

For the purpose of this policy, the LA's duties when pupils are unable to attend the academy due to health needs are outlined below. These duties have been included so as to differentiate the responsibilities that lie with the academy and those that will be carried out by the LA. The academy is not responsible for ensuring that the LA meets its responsibilities – the academy'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 academy will fulfil its duty to effectively collaborate and communicate with the LA as required.

In line with statutory guidance, the LA should:

- Provide such education as soon as it is clear that a pupil will be away from the academy 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 assessments, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into the academy 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.

3. Definitions

"Children with health needs" are children of compulsory school age who are unable to attend the academy 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 any of the following:

- **Hospital school:** a special 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, “**academy-based support**” in relation to supporting pupils with additional health needs may include:

- Day-to-day support offered at the academy where the pupil is able to attend as normal.
- Support given to pupils who are absent from the academy 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 the academy full-time, e.g. where the pupil attends the academy part-time as an arranged part of their full-time education provision.
- As part of their reintegration into normal academy 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 the academy full time due to medical reasons for a period of **15** school days or more, whether consecutive or cumulative.

4. Roles and responsibilities

The **Local Governing Committee** will be responsible for:

- Ensuring arrangements for pupils who cannot attend the academy as a result of their medical needs are in place and are effectively implemented.
- Ensuring there is a schedule of regular updates on the arrangements made for pupils who cannot attend the academy due to their medical needs.
- Ensuring the roles and responsibilities of those involved in any academy-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 the academy 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 **Principal** will be responsible for:

- Working with the Local Governing Committee 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 academy-based arrangements to meet the needs of pupils.
- Ensuring any academy-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 academy-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.
- 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 Local Governing Committee on the effectiveness of any academy-based arrangements in place to meet the needs of pupils of pupils who cannot attend the academy due to health needs.
- Notifying the LA when a pupil is likely to be away from the academy for a significant period of time due to their health needs.

The **named member of staff** will be responsible for:

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

Teachers and support staff will be responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing academy-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 academy-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 academy-based education.

Parents will be expected to:

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

5. Managing absence

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

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

The academy will provide support on a case by case basis to pupils who are absent for a period of less than **15** school days, whether consecutive or cumulative, subject to this absence being discussed and agreed with the academy (For example, recovery from surgery at home). In such circumstances, the academy will liaise with the pupil's parents to arrange work, as soon as the pupil is able to cope with it, or part-time education at the academy. The academy will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their parents and relevant members of staff.

For periods of absence that are expected to last for **15** or more school days, either in one absence or over the course of an academic year, the named member of staff with responsibility for pupils with additional health needs will notify the LA, who will take responsibility for the pupil and their education.

Where absences are anticipated or known in advance, the academy 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 academy, the LA and the provider of the pupil's education to work together.

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

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

- The pupil has been certified by a medical professional as unlikely to be in a fit state of health to attend the academy, before ceasing to be of compulsory school age; and

- Neither the pupil nor their parent has indicated to the Academy the intention to continue to attend the academy, after ceasing to be of compulsory school age.

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

6. Support for pupils

Where a pupil has a complex or long-term health issue, the academy 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 academy to support pupils with additional health needs to attend full-time education wherever possible, or for the academy to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.

The academy will make reasonable adjustments under pupils' Individual Healthcare Plans, in accordance with the SBMAT Supporting Pupils with Medical Needs 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 academy 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 the academy, the academy will work with the LA to ensure the pupil can successfully remain in touch using the following methods:

- Newsletters
- Emails
- Invitations to academy events
- Cards or letters from peers and staff

Where appropriate, the academy 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 the academy 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 during the day
- Online access to the curriculum from home
- Movement of lessons to more accessible rooms
- Places to rest at the academy
- Special access arrangements for any assessments to manage anxiety or fatigue

7. Reintegration

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

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

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

If appropriate, medical professionals 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 academy will consider whether any reasonable adjustments need to be made to provide suitable access to the academy 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 academy 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 academy will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

Following reintegration, the academy 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.

All teachers, teaching assistants, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures.

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

- Ensure this policy and other relevant policies are easily available and accessible.
- 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 academy will ensure the appropriate information is received to allow for a smooth return to the academy. The named member of staff will liaise with the hospital or other tuition service as appropriate.

9. Record keeping

In accordance with the SBMAT Supporting Pupils with Medical Needs 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 SBMAT Records Management Policy.

10. Training

Healthcare professionals will be involved in identifying and agreeing with the academy 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 the academy.

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

11. Assessments

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

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

Access arrangements may be considered for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted to the Standards and Testing Agency by the academy, or LA if more appropriate, as early as possible.

12. Monitoring and review

This policy will be reviewed by the Local Governing Committee 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.



THE ST. BART'S ACADEMY

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