



## ALP ATTENDANCE POLICY

### 1. Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. The Ashington Learning Partnership (ALP) fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered within Bothal Primary School and Central Primary School and this policy is made available on our schools' websites and copies are also available to view in each school office.

Although parents/carers have a legal responsibility for ensuring their child's good attendance, the relevant staff and governors in the ALP together with other professionals and agencies ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

### 2. Through this policy the ALP aims:

- Safeguard our pupils.
- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 97% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as 'the norm' and seen to be valued by the ALP.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy equally applies to Little Learners, Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the attendance service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in all schools in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility under our core values.

- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.
- Recognise the role of class teachers as they will be able to identify where attendance is having an impact on attainment.

**3. The ALP will maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly, and is not taken out of education for holidays during term time.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which may be preventing good attendance.
- Developing and implementing procedures to follow up all non-attendance.

**4. The ALP will undertake the following procedures to support good attendance:**

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give details of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupil's attendance and punctuality.
- To work with parents through targeted early intervention where pupils are persistently absent.
- To refer to the Attendance Service or appropriate agencies of any child whose attendance causes concern and where parents/carers have not responded to ALP initiatives.
- To report attendance statistics to the Local Authority and the DfE where requested.
- For all staff to be aware that they must raise any attendance or punctuality concerns to the nominated person with responsibility for monitoring attendance.

**5. Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the ALP can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

## **6. Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without ALP's permission. Therefore the absence is unauthorised if a child is away from school without good reason, even if this is with the support of a parent.

## **7. Absences**

Parents/carers should contact their child's school on the first day of their child's absence and all subsequent days thereafter. When parents/carers notify us of their child's absence it is important that they provide us with full and accurate details of the reason for their absence and expected date of return. This information is used to determine whether the absence is authorised or unauthorised. The Executive Headteacher only has the responsibility to determine whether absences are authorised or unauthorised.

Where reasons for a child's absence have not been received then a letter requesting these details will be sent to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence (Attendance Code O).

## **8. Illness**

When children have an illness that means they will be away from school long term, the ALP will do all they can to send work home so a child can keep up with their schoolwork.

If the absence is likely to continue for an extended period, or be a repetitive absence, the ALP will contact the support services to see if arrangements can be made for the child to be given some home tuition.

Where, over the course of an academic year, a child has repeated periods of illness, the ALP will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card/letter or copy of a prescription. We may seek written permission for the schools to make their own enquiries. Alternatively, we may make a referral to the School Health Advisor to offer support.

## **9. Reintegrating Long Term Absentees**

Following a long period of absence, a child may feel vulnerable, so staff may wish to arrange a phased or gradual return, consider whether Special Needs support is appropriate, ensure that all staff are aware of the situation and nominate a key person to monitor the child's reintegration into school (in most cases this will be the child's class teacher).

## **10. Registration**

Schools' doors open at 8.35am (upper site) and 8.45am (lower site).

Class teachers have the responsibility for keeping an accurate record of attendance. Any absent pupil must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.00 am and by 1.15pm.

All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

## **11. Registers**

1. Registers are legal documents and will be marked twice a day, morning and afternoon.
2. Parents must always give reasons for absence and must contact schools on each day of any absence.
3. Schools are to determine whether absence is authorised or unauthorised, considering factors such as frequency, duration, attendance patterns, etc within reason. Staff must be observant of situations where absence is continually condoned by parents.

## **12. First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent, we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am, on a daily basis, to identify those pupils who are absent. Where we are unaware why the child is absent, an attempt to contact the parent/carer will be made to check the reasons for the child's absence.

## **13. Monitoring Absence**

Our attendance staff have the responsibility for ensuring that all of the attendance data is accurately recorded on SIMs software. Regular meetings are held with the Executive Headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings, such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

## **14. Addressing Attendance Concerns**

**The ALP expects attendance of at least 97%.**

It is important for children to establish good attendance habits early on in their primary school career. In the ALP, parents are to ensure their child attends school regularly and punctually and therefore, when we become concerned about attendance we will inform parents/carers of those concerns. Initially concerns about attendance are raised with parents via letters which are sent home and parents may be offered a parent contract. A parent contract is an agreement/action plan which looks at ways to work together to improve attendance (see Appendix 1). There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time, then the schools have a responsibility to make a referral to the Local Authority Attendance Officer.

The Attendance service will look at each case and may issue fixed penalty notices to parents where poor attendance is seen.

## **15. Parental Request for Absence from School for Holiday**

Headteachers no longer have the right to authorise absence, specifically for holidays of up to 10 days per year if special circumstances exist. Instead, Headteachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. The Executive Headteacher has the final say on what substantiates exceptional circumstances, therefore, each case will be considered on an individual basis. Parents are encouraged to keep open lines of communication with schools over absence as persistent absence can be considered a safeguarding matter.

## **16. Lateness**

Repeated absence at the beginning of a school session can amount to 'failure to attend regularly' for the purpose of the 1996 Education Act. The ALP seeks to improve general punctuality and to improve attitude of persistent offenders by:

- Informing parents of our expectations and offer ways of helping combat lateness.
- Contacting parents of persistent offenders and reporting to the Attendance Officer if no improvement seen.
- Praising and acknowledging latecomers who improve their record.
- Ensuring that staff set a good example by arriving punctually for lessons.
- Ensuring pupils and parents understand that lateness is actively discouraged, although sensitivity may be appropriate in some cases.
- Using other incentives to improve levels of punctuality.
- Working with parents through meetings with the attendance team.

Once the gates are closed, the only way to get into school is via the school offices. Any pupil who comes into school this way from 8.40am (upper site) and 8.50am (lower site) will be marked as 'late' in the register. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9.30am will be marked as having an unauthorised absence for the morning (Attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.30am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

## **17. Rewards and Recognition**

Although good attendance is an expectation, the school seeks to improve whole school attendance by offering incentives, these may include:

- 100% Certificates
- Prizes
- Positive Postcards
- Letters
- School/Class Events

## **18. Impact Assessment**

The impact assessment has not identified any potential for discrimination or adverse impact.

## **19. Implementation and Monitoring**

This policy will be implemented by the Attendance Officer and the Executive Headteacher will monitor the implementation.

## **20. Legal Framework**

This policy has been created with regard to relevant legislation and statutory guidance including, but not limited to:

- [Children Act 2004](#)
- [Education Act 2011](#)
- [Equality Act 2010](#)
- [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'](#)
- [KCSIE \(2021\)](#)

**Other Relevant Documents:**

- ALP Safeguarding & Child Protection Policy
- ALP Data Protection Policy
- ALP SEN Policies
- ALP Supporting Pupils with Medical Conditions Policy

**Appendices:**

1. Parent Contract
2. Absence Request Form
3. Responsibilities
4. Letters
5. Pupils with Additional Health Needs Attendance Policy

<b>Created <input type="checkbox"/> Reviewed X</b>	
<b>Signed:</b>	<b>Name: Louise Hall</b>
<b>Role: Executive Headteacher</b>	<b>Date: September 2021</b>
<b>Adopted</b>	
<b>Signed:</b>	<b>Name:</b>
<b>Role:</b>	<b>Date: September 2021</b>
<b>Amendments: September 2020, Louise Hall</b>	
<ul style="list-style-type: none"> <li>● Destination added to holiday request form</li> </ul>	
<b>Amendments: September 2021, Louise Hall</b>	
<ul style="list-style-type: none"> <li>● Addition of: targeted early intervention where pupils are persistently absent</li> <li>● Introduction of parent contract</li> <li>● Updated parent letters</li> <li>● Removal of Head of School</li> </ul>	

**Appendix 1**

**Parent Contract – Individual Attendance Plan**

**Individual Attendance Plan**

<b>Name:</b>	<b>DOB:</b>

<b>Attendance Zone</b>	<b>Less than 90%</b>	<b>91% - 96%</b>	<b>97% - 100%</b>
<b>Review 1</b>			
<b>Review 2</b>			
<b>Review 3</b>			

<b>What are the reasons for absence? (please tick)</b>			
Genuine Medical	<input type="checkbox"/>	Illness	<input type="checkbox"/>
Parent Mental Health	<input type="checkbox"/>	Truancy / Lesson Avoidance	<input type="checkbox"/>
No Reason Provided	<input type="checkbox"/>	Student Mental Health	<input type="checkbox"/>
Behaviour / Exclusions	<input type="checkbox"/>	Bullying	<input type="checkbox"/>
Historic Attendance Issues	<input type="checkbox"/>	Peer/Relationship Issues	<input type="checkbox"/>
Poor Parenting	<input type="checkbox"/>	Dislike of School	<input type="checkbox"/>
Other:		Reason:	

<b>What actions have been taken? (please tick)</b>			
Traffic Light Monitoring	<input type="checkbox"/>	Part-time Hours	<input type="checkbox"/>
Student Interview	<input type="checkbox"/>	Referral to Internal Unit	<input type="checkbox"/>
Telephone Calls Home	<input type="checkbox"/>	Attendance Report	<input type="checkbox"/>
Meeting with Parent/Carer	<input type="checkbox"/>	Curriculum/Class Changes	<input type="checkbox"/>
PSA/Attendance Officer Ref.	<input type="checkbox"/>	Peer Mediation	<input type="checkbox"/>
Parent Contract	<input type="checkbox"/>	Rewards & Recognition	<input type="checkbox"/>
Legal Action	<input type="checkbox"/>	CAF	<input type="checkbox"/>
Group Work	<input type="checkbox"/>	Referral to Outside Agency:	
Other:		Please state:	

<b>Historic Attendance:</b>										
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11

<b>Background/Additional Information:</b>
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Empty rectangular box for notes or information.

**Genogram:**

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**Actions:**

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**Academic Information:**

Empty rectangular box for providing academic information.



**Absence Request Form (on ALP letterhead)**

Dear Parents / Carers

**ABSENCE REQUEST DURING TERM TIME  
NOTICE TO PARENTS / CARERS**

The Department for Education (DfE) has amended the regulations and guidance in relation to absences in term time. There is no automatic right to take your child out of school during term time.

From 1st September 2013, government legislation no longer enables Headteachers to authorise requests for leave for children to be taken out of school unless there are considered to be exceptional circumstances. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

It is for the Executive Headteacher to determine the number of days a child can be away from school if the leave is granted. If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. Please be aware that if your request does fall into this category but your child's attendance is less than 96% the leave will not be authorised. A response will be sent to you as soon as possible, normally within 7 days. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with guidance from the DfE and the County Council.

**This means that, in the case of an unauthorised absence, the Local Authority Education Welfare Service will be notified and a Penalty Notice will be requested.**

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28-day period, the Local Authority may prosecute for the offence to which the notice applies.

Each parent/carer may be issued with a Penalty Notice in respect of each child.

**All absence requests must be completed on the attached form; letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence.**

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the underachievement of other pupils in the class. This is something we all have a responsibility to avoid. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely



Miss L Hall  
Executive Headteacher

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name ..... Tutor Group/Class .....

Home Address .....

First Day of Absence ..... Date of Return to School .....

Total Number of Days Missed .....

COVID-19: If your request includes travelling abroad, please state your desination(s)

.....

Exceptional circumstances are as follows: .....

.....

.....

.....

.....

I understand that if the request is unauthorised the Education Welfare Officer will be notified of the absence taken and a Penalty Notice will be requested. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £120 which decreases to £60 if paid within the first 21 days.

I understand that if I do not pay this may result in legal action.

Name of Parents/Carers making application: .....

.....

Signed ..... (Parent/Carer) Dated .....

Signed ..... (Parent/Carer) Dated .....

## Responsibilities

All staff have a responsibility for identifying trends in attendance and punctuality.

Class teachers are responsible for:

- Maintaining class registers and completing them accurately in accordance with school policy, and forwarding completed registers to school office staff after registration closes.
- Informing the appropriate person where there are concerns and acting upon them.
- Where poor attendance reoccurs ensuring appropriate school staff are informed.
- Emphasising with their class the importance of good attendance and punctuality.
- Ensuring appropriate school staff are informed of additional information provided by the child so it can be recorded in line with school policy.
- Discussing attendance issues at consultation evenings where necessary.
- Monitoring the impact of attendance on academic outcomes and addressing accordingly.

The Executive Headteacher is responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Reporting to governors and external professionals.
- Making decisions regarding authorisation/non-authorisation of attendance.

Staff in the School Offices are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Ensuring the Absence/Late Books are completed as appropriate.
- Recording details of children who arrive late or go home early.

Attendance Officer/Family Support are responsible for:

- Accurately keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Executive Headteacher.
- Sending out standard letters regarding attendance.
- First Day Response: Contacting home if no reason for absence is received.
- Contacting parents of absent children where no contact has been made.
- Improving school attendance by carrying out home visits and attending meetings with the parent/carer.
- Providing reports and background information to inform discussion with the Local Authority Attendance Officer.
- Monitoring individual attendance where concerns have been raised.
- Making referrals to the Attendance Service.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Identifying with parents the reason for poor attendance and to work with parents to achieve improved attendance and reduce exclusions.
- Monitoring attendance levels & punctuality.

- Offering parent contracts and attendance plans.
- Identifying patterns of absence.
- Talking to pupils on a 1:1 basis regarding attendance related matters.
- Offering group work sessions to remove the barriers to attendance including friendship groups.
- Referring to outside agencies for additional support for families including School Health, CYPS, Attendance Service, Police, Youth Offending Team and Social Care.
- Liaising with the Thrive team to support pupils - Referring parents to the Trust's LINK provision for support.

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or medical appointments.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter).
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the schools as soon as possible about a child's reluctance to come to school so that problems can be quickly identified and dealt with.

## Pupils with Additional Health Needs Attendance Policy

### Statement of intent

The ALP aims to support the LA and ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to 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 children with medical needs receive the right level of support to enable them to maintain links with their education.

### 1. LA Duties

- 1.1 The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the LA in doing so.
- 1.2 The LA should:
  - Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative. They should 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, prevent 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 children 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 the child and that it is providing suitable education.
  - Give clear policies on the provision of education for children and young people under and over compulsory school age.
- 1.3 The LA should 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 or provision, for a child because of how much it will cost.
  - Have policies based upon the percentage of time a child is able to attend school rather than whether the child 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).

## **2. Definitions**

- 2.1 Children who are unable to attend school as a result of their medical needs may include those with:
- Physical health issues.
  - Physical injuries.
  - Mental health problems, including anxiety issues.
  - Emotional difficulties or school refusal.
  - Progressive conditions.
  - Terminal illnesses.
  - Chronic illnesses.
  - Those considered vulnerable to Covid-19 as defined by the latest DfE guidance.
- 2.2 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 PRU's: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

## **3. Roles and Responsibilities**

- 3.1 The Governing Body is responsible for:
- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
  - Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
  - Ensuring the roles and responsibilities of those involved in the 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, for both on and off-site activities.
  - Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
  - Approving and reviewing this policy on an annual basis.
- 3.2 The Executive Headteacher is responsible for:
- Working with the Governing Body to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
  - Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
  - Ensuring the 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 healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.

- Ensuring the support put in place focusses on and meets the needs of individual pupils.
  - Arranging appropriate training for staff with responsibility for supporting pupils with health needs.
  - Providing teachers who support pupils with 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 Body on the effectiveness of the arrangements in place to meet the health needs of pupils.
  - 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.
- 3.3 The named member of staff is the Attendance Officer, they are responsible for:
- Dealing with pupils who are unable to attend school because of medical needs.
  - Actively monitoring pupil progress and reintegration into school.
  - Supplying pupils' education providers with information about the child's capabilities, progress and outcomes in conjunction with the class teacher
  - Liaising with the Executive Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
  - Keeping pupils informed about school events and encouraging communication with their peers.
  - Providing a link between pupils and their parents, and the LA.
- 3.4 Teachers and support staff are responsible for:
- Understanding confidentiality in respect of pupils' health needs.
  - Designing lessons and activities in a way that allows those with 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 supporting pupils with 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 the individual pupil's health needs.
  - Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
  - Keeping parents informed of how their child's health needs are affecting them whilst in the school.
- 3.4 Parents are expected to:
- Ensure the regular and punctual attendance of their child at the school where possible.
  - Work in partnership with the school to ensure the best possible outcomes for their child.
  - Notify the school 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 support for their child should be planned.

#### **4. Managing Absences**

- 4.1 Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- 4.2 Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- 4.3 The school will provide support to pupils who are absent from school because of illness

- for a period of less than 15 school days 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 family and relevant members of staff.
- 4.4 For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the LA, who will take responsibility for the pupils and their education.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.
- 4.9 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.
- 4.10 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.

## **5. Support for pupils**

- 5.1 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.
- 5.2 The LA expects the school to support pupils with 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.
- 5.3 The school will make responsible adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.
- 5.4 Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 5.5 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.
- 5.6 Whilst a pupils 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:
- Online platforms e.g. Google;
  - School newsletters;
  - Emails;
  - Invitations to school events;



- 5.7 Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.
- 5.8 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.
  - Movement of lessons to more accessible rooms.
  - Places to rest at school.
  - Special exam arrangements to manage anxiety or fatigue.

## **6. Reintegration**

- 6.1 When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.
- 6.2 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.
- 6.3 As far as possible, the child will be able to access the curriculum and materials that they would have used in school.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.
- 6.10 Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

## **7. Information Sharing**

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

- 7.2 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 Confidentiality Policy.
- 7.3 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.
- 7.4 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 health needs.
- 7.5 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.

## **8. Record Keeping**

- 8.1 In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils.
- 8.2 Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.
- 8.3 All records will be maintained in line with the Records Management Policy.

## **9. Training**

- 9.1 Staff will be trained in a timely manner to assist with a pupil's return to school.
- 9.2 Once a pupil's return date has been confirmed, staff will be provided with relevant training one week before the pupil's anticipated return.
- 9.3 Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.
- 9.4 Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- 9.5 Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

## **10. Examinations and assessments**

- 10.1 The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- 10.2 Relevant assessment information will be provided to the alternative provision providers if required.
- 10.3 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.

**11. Monitoring and review**

- 11.1 The Pupil with Additional Needs Policy will be reviewed by the Governing Body, as part of the Attendance Policy, on an annual basis.
- 11.2 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.