



**STUDENTS WITH
ADDITIONAL HEALTH
NEEDS ATTENDANCE
POLICY**

DOCUMENT CONTROL

Author/Contact	Vicky Stabler Tel: 01946 820356 Email: stablerv@changinglives.education	
Document Path & Filename	Staff General/Corporate Information/Policies and Procedures/Students/Students with Additional Health Needs Attendance Policy	
Document Reference	Students with Additional Health Needs Attendance Policy	
Version	03	
Status	Approved	
Publication Date	November 2023	
Related Policies		
Review Date	September 2024	
Approved/Ratified by	Local Governing Board	Date: November 2023
Distribution: West Lakes Academy Staff Please note that the version of this document contained within the Policy Folder on Staff General is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
01	September 2021		
02	September 2022		A Deeks
03	October 2023		V Stabler

Statement of intent

1. Legal framework
 2. LA duties
 3. Definitions
 4. Roles and responsibilities
 5. Managing absence
 6. Support for students
 7. Reintegration
 8. Information sharing
 9. Record keeping
 10. Training
 11. Examinations and assessments
 12. Monitoring and review
-

STATEMENT OF INTENT

West Lakes Academy aims to support the LA and ensure that all students who are unable to attend academy 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 students may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, students should receive their education within their academy and the aim of the provision will be to reintegrate students back into academy as soon as they are well enough.

We understand that we have a continuing role in a student's education whilst they are not attending the academy and will work with the LA, healthcare partners and families to ensure that all students with medical needs receive the right level of support to enable them to maintain links with their education.

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 GDPR
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting students at school with medical conditions'

This policy operates in conjunction with the following academy policies:

- Attendance Policy
- Child Protection Policy
- Children Missing Education Policy
- Data Protection Policy
- Records Management Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Students with Medical Conditions Policy

2. **LA DUTIES**

The LA must arrange suitable full-time education for children of compulsory academy age who, because of illness, would not receive suitable education without such provision. The academy has a duty to support the LA in doing so.

The LA should:

- Provide such education as soon as it is clear that a student will be away from academy for 15 days or more, whether consecutively or cumulatively. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the student.
 - Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into academy as soon as possible.
 - Address the needs of individual students in arranging provision.
 - Have a named officer responsible for the education of students 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 student and that it provides suitable education.
-

- Give clear policies on the provision of education for children and young people under and over compulsory academy age.

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 of provision, for a child because of how much it will cost.
- Have policies based upon the percentage of time a student is able to attend academy rather than whether the student 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).

3. **DEFINITIONS**

Children who are unable to attend academy 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 academy 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 academy 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 students on occasions where students are too ill to attend academy and are receiving specialist medical treatment.
- **Medical PRUs:** these are LA establishments that provide education for children unable to attend their registered academy due to their medical needs.

4. **ROLES AND RESPONSIBILITIES**

The governing board is responsible for:

- Ensuring arrangements for students who cannot attend academy as a result of their medical needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for students who cannot attend academy due to their medical needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students 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 students with additional health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

The Principal is responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting students with additional health needs.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of students.
- Ensuring the arrangements put in place to meet students' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for students with additional health needs and liaises with parents, students, the LA, key workers and others involved in the student's care.
- Ensuring the support put in place focusses on and meets the needs of individual students.
- Arranging appropriate training for staff with responsibility for supporting students with additional health needs.
- Providing teachers who support students with additional health needs with suitable information relating to a student's health condition and the possible effect the condition and/or medication taken has on the student.
- Providing annual reports to the governing board on the effectiveness of the arrangements in place to meet the health needs of students.
- Notifying the LA when a student is likely to be away from the academy for a significant period of time due to their health needs.

The named member of staff is responsible for:

- Dealing with students who are unable to attend academy because of their health needs.
- Actively monitoring student progress and reintegration into school.
- Supplying students' education providers with information about students' capabilities, progress and outcomes.
- Liaising with the Principal, education providers and parents to determine students' programmes of study whilst they are absent from school.
- Keeping students informed about academy events and encouraging communication with their peers.
- Providing a link between students and their parents, and the LA.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of students' health needs.
- Designing lessons and activities in a way that allows those with additional health needs to participate fully and ensuring students are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting students with additional health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their students through the appropriate and lawful sharing of individual students' 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 school.

Parents are expected to:

- Ensure the regular and punctual attendance of their child at the academy where possible.
 - Work in partnership with the academy to ensure the best possible outcomes for their child.
 - Notify the academy of the reason for any of their child's absences immediately.
 - Provide the academy 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.
-

5. MANAGING ABSENCE

Parents are advised 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 to students who are absent from academy because of illness for a period of less than 15 academy days by liaising with the student's parents to arrange schoolwork, as soon as the student is able to cope with it, or part-time education at school. The academy will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their parents and relevant members of staff.

For periods of absence that are expected to last for 15 or more academy days, either in one absence or over the course of a academy year, the named member of staff with responsibility for students with additional health needs will notify the LA, who will take responsibility for the student 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 student'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 student is in hospital.

The LA will set up a personal education plan (PEP) for the student which will allow the school, the LA and the provider of the student's education to work together.

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

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

- The student 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 academy age; and
- Neither the student nor their parent has indicated to the academy the intention to continue to attend the school, after ceasing to be of compulsory academy age.

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

6. SUPPORT FOR STUDENTS

Where a student has a complex or long-term health issue, the academy will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.

The LA expects the academy to support students with additional health needs to attend full-time education wherever possible, or for the academy to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.

The academy will make reasonable adjustments under students' IHPs, in accordance with the Supporting Students with Medical Conditions Policy.

Students 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 student's education to establish and maintain regular communication and effective outcomes.

Whilst a student is away from school, the academy will work with the LA to ensure the student can successfully remain in touch with their academy using the following methods:

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

Where appropriate, the academy will provide the student's education provider with relevant information, curriculum materials and resources.

To help ensure a student with additional health needs is able to attend 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 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

7. REINTEGRATION

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

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

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

If appropriate, the academy nurse will be involved in the development of the student'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 student.

The academy will consider whether any reasonable adjustments need to be made to provide suitable access to the academy and the curriculum for the student.

For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents in the early stages of their absence.

The academy is aware that some students will need gradual reintegration over a long period of time and will always consult with the student, 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 student.
- 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 students and staff to be positive and proactive during the reintegration period.

Following reintegration, the academy will support the LA in seeking feedback from the student regarding the effectiveness of the process.

8. INFORMATION SHARING

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

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the student and their parent in advance of being used, in accordance with the Student Confidentiality Policy.

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.

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.
 - Provide the student 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 students with additional health needs.

When a student 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 school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

9. RECORD KEEPING

In accordance with the Supporting Students with Medical Conditions Policy, written records will be kept of all medicines administered to students.

Proper record keeping will protect both staff and students and provide evidence that agreed procedures have been followed.

All records will be maintained in line with the Records Management Policy.

10. TRAINING

Healthcare professionals should 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 students with additional health needs.

Staff will be trained in a timely manner to assist with a student's return to school.

Once a student's return date has been confirmed, staff will be provided with relevant training **one week** before the student's anticipated return.

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

11. EXAMINATIONS AND ASSESSMENTS

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

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

Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the academy, or LA if more appropriate, as early as possible.

12. MONITORING AND REVIEW

This policy will be reviewed by the governing board on an annual basis.

Any changes to the policy will be clearly communicated to all members of staff involved in supporting students with additional health needs, and to parents and students themselves.
