



# Name of Academy

# Attendance Policy for Learners with Additional Health Needs

<b>Approved by:</b>	Board of Directors	<b>Date:</b>
<b>Last reviewed on:</b>	July 2020	
<b>Next review due by:</b>	July 2021	

## **Statement of intent**

The Boston Witham Academies Federation aims to support the Local Authority and ensure that all learners 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 learners may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, learners should receive their education within their academy and the aim of the provision will be to reintegrate learners back into the academy as soon as they are well enough.

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

## **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Alternative Provision Policy
- Attendance Policy
- Child Protection and Safeguarding Policy
- Children Missing Education Policy
- Confidentiality Policy
- Data Protection Policy
- Special Educational Needs (SEND) Policy
- Supporting Learners with Medical Conditions Policy

## **The Pilgrim School**

The Pilgrim School is a Community Special School (Hospital). They act on behalf of Lincolnshire County Council (the Local Authority) to fulfil their duties under Section 19 of the 1996 Education Act. This means that The Pilgrim School provides education for learners who are not in their mainstream school or academy because of a decision made by a medical practitioner.

The Pilgrim School teach and support learners so that they are able to make a successful reintegration back into their mainstream school or to the next phase of their learning.

The Pilgrim School is not a school of choice and therefore parents/carers cannot apply for their child to attend. The decision for a child to attend rests with a medical practitioner and

referrals are sent into The Pilgrim School by either a learner's school/academy or through the Local Authority Education Out of School Team.

The Pilgrim School use three sites in Lincoln, Louth and Amber Hill.

### **The Local Authority (LA)**

The LA must ensure suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision, this is done through The Pilgrim School, who act on behalf of the LA to fulfil their duties. The academy has a duty to support the LA and The Pilgrim School in doing so.

The Local Authority should:

- Provide such education as soon as it is clear that a learner 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 learner.
- Ensure the education learners 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 school as soon as possible.
- Address the needs of individual learners in arranging provision.
- Have a named officer responsible for the education of learners with additional health needs and ensure parent/carers know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards learners with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the learner and that it is providing 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 learner from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a learner because of how much it will cost.
- Have policies based upon the percentage of time a learner is able to attend school rather than whether the learner is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not they will arrange education for learners or inflexible policies which result in learners going without suitable full-time education (or as much education as their health condition allows them to participate in).

## Definitions

Learners 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 academy refusal
- Progressive conditions
- Terminal illnesses
- Chronic illnesses.

Learners 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 learner is receiving treatment
- **Home tuition:** many LAs have home tuition services that act as a communication channel between school and learners on occasions where learners are too ill to attend school and are receiving specialist medical treatment.
- **Medical PRUs:** these are LA establishments that provide education for learners unable to attend their registered academy due to their medical needs.

## Roles and Responsibilities – Governing Body

The governing board is responsible for:

- Ensuring arrangements for learners 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 learners 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 learners 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 learners with health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

## Roles and responsibilities – Headteacher

The Headteacher is responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting learners with health needs.
- Working collaboratively with parent/carers and other professionals to develop arrangements to meet the best interests of learners.

- Ensuring the arrangements put in place to meet learners' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for learners with healthcare needs and liaises with parent/carers, learners, the LA, key workers and others involved in the learner's care.
- Ensuring the support put in place focusses on and meets the needs of individual learners.
- Arranging appropriate training for staff with responsibility for supporting learners with health needs.
- Providing teachers who support learners with health needs with suitable information relating to a learner's health condition and the possible effect the condition and/or medication taken has on the learner.
- Providing annual reports to the governing board on the effectiveness of the arrangements in place to meet the health needs of learners.
- Notifying the LA when a learner 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 **NAME (to be inserted by school)**. They are responsible for:

- Dealing with learners who are unable to attend academy because of medical needs.
- Actively monitoring learner progress and reintegration into academy.
- Supplying learners' education providers with information about the learner's capabilities, progress and outcomes.
- Liaising with the headteacher, education providers and parent/carers to determine learners' programmes of study whilst they are absent from academy.
- Keeping learners informed about academy events and encouraging communication with their peers.
- Providing a link between learners and their parent/carers, and the LA.

### **Roles and Responsibilities - Academy Staff**

Teachers and Support Staff are responsible for:

- Understanding confidentiality in respect of learners' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring learners are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting learners with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their learners through the appropriate and lawful sharing of the individual learner'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 parent/carers informed of how their child's health needs are affecting them whilst in the academy.

## Roles and responsibilities – Parent/carers

- 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 without delay.
- 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.

## Managing Absences

- Parent/carers 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 learners who are absent from the academy because of illness for a period of less than 15 academy days by liaising with the learner's parent/carers/carers to arrange school work as soon as the learner is able to cope with it or part-time education at academy. The academy will give due consideration to which aspects of the curriculum are prioritised in consultation with the learner, their family 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 person with responsibility for learners with health needs will notify the LA, who will take responsibility for the learner and their education.
- Where absences are anticipated or known in advance, the academy will liaise with the LA (The Pilgrim School) to enable education provision to be provided from the start of the learner'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 learner is in hospital.
- The LA will set up a Personal Education Plan (PEP) for the learner which will allow the academy, the LA and the provider of the learner's education to work together.
- The academy will monitor learner attendance and mark registers to ensure it is clear whether a learner is, or should be, receiving education otherwise than at academy.
- The academy will only remove a learner who is unable to attend academy because of additional health needs from the academy roll where:
  1. The learner has been certified by a medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and

2. Neither the learner nor their parent/carers has indicated to the academy the intention to continue to attend the academy, after ceasing to be of compulsory academy age.
- A learner unable to attend the academy because of their health needs will not be removed from the academy register without parent/carers consent and certification from a medical officer, even if the LA has become responsible for the learner's education.

### **Support for Learners**

- Where a learner has a complex or long-term health issue, the academy will discuss the learner's needs and how these may be best met with the LA, relevant medical professionals, parent/carers and, where appropriate, the learner.
- The LA expects the academy to support learners with health needs to attend full-time education wherever possible, or for the academy to make reasonable adjustments to learners' programmes of study where medical evidence supports the need for those adjustments.
- The academy will make reasonable adjustments under learners' individual health care plans (IHCPs), in accordance with the Supporting Learners with Medical Conditions Policy.
- Learners 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 learners' education to establish and maintain regular communication and effective outcomes.
- Whilst a learner is away from academy, the academy will work with the LA to ensure the learners can successfully remain in touch with their academy using the following methods:
  1. Academy newsletters
  2. Emails
  3. Invitations to academy events
  4. Cards or letters from peers and staff.
- Where appropriate, the academy will provide the learners' education provider with relevant information, curriculum materials and resources.
- To help ensure a learner with additional health needs is able to attend the academy following an extended period of absence, the following adaptations will be considered:

1. A personalised or part-time timetable, drafted in consultation with the named staff member
2. Access to additional support in the academy
3. Online access to the curriculum from home
4. Movement of lessons to more accessible rooms
5. Places to rest within the academy
6. Special exam arrangements to manage anxiety or fatigue

## **Reintegration**

- When a learner 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 academy is anticipated to plan for consistent provision during and after the period of education outside the academy.
- As far as possible, the learner will be able to access the curriculum and materials that they would have used in academy.
- If appropriate, the academy First Aider will be involved in the development of the learners' 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 learners.
- The academy will consider whether any reasonable adjustments need to be made to provide suitable access to the academy and the curriculum for the learners.
- For longer absences, the reintegration plan will be developed near to the learners' likely date of return, to avoid putting unnecessary pressure on an ill learners or their parent/carers in the early stages of their absence.
- The academy is aware that some learners will need gradual reintegration over a long period of time and will always consult with the learners, their parent/carers 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 learners.
- 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.
- See Appendix 1 for copy of Individual Health Care Plan.

The academy will ensure a welcoming environment is developed and encourage learners and staff to be positive and proactive during the reintegration period.

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

### **Information Sharing**

- It is essential that all information about learners with health needs is kept up-to-date.
- To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the learners and their parent/carers in advance of being used, in accordance with the Confidentiality Policy.
- 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, via a noticeboard in the staffroom.
- Parent/carers 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 to both learners and their parent/carers
- Ask parent/carers 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 learners with health needs.
- When a learner 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.

### **Record Keeping**

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

## **Training**

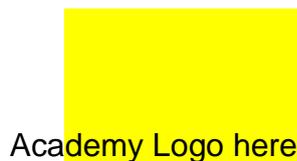
- Staff will be trained in a timely manner to assist with a learners' return to academy.
- Once a learners' return date has been confirmed, staff will be provided with relevant training one week before the learners' anticipated return.
- Healthcare professionals should be involved in identifying and 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 learners with additional health needs.
- Parent/carers of learners with additional health needs may provide specific advice but will not be the sole trainer of staff.

## **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 learners 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.

## **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 learners with additional health needs, and to parent/carers and learners themselves.
- The next scheduled review date for this policy is July 2021.



Appendix 1

Individual Healthcare Plan-Form M1- (Refer to Policy)

(Not be used for ASTHMA or where a learner has an IHP provided by another medical professional)

Date:

Learner's Name:		Date of Birth:	
Year Group:		Form	
<b>Medical Condition:</b>			
Allergies:			
<b>Emergency Contact Information</b>			
Name of first Contact:		Telephone numbers:	
Name of second contact:		Telephone numbers:	
Additional contact:		Telephone numbers:	

	Name	Contact details:
GP		
Other relevant medical professionals:		
Person with responsibility for implementing the plan:		
Head of Academy:		

Regular Medication (to include those administered in and out of school)

Medical Condition	Drug	Controlled substance?	Dose	When	How is it administered?	Where is it stored?	Known Side effects


**Routine Monitoring (if applicable)**

Is the learner responsible for administering/ carrying their own medication? (Not controlled substances)	
What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is it?	

**Emergency Situations**

What is considered an emergency situation?	
Who is trained to manage an emergency situation? (Names of Staff)	
What are the symptoms?	
What are the triggers (if known)?	

What actions must be taken?	
Are there any follow up actions (eg tests or rest) that are required?	

### **Impact on Learning**

How does the medical condition affect learning?	
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### **Educational, Social and Emotional Needs**

Is the learner likely to need time off because of their medical condition?	
Does the learner require any additional support in lessons? If so, what?	
Is there a situation where the learner may need to leave the classroom?	
Does the learner require rest periods?	
Does the learner require any emotional support?	
Does the learner require any support between lessons? Eg carrying bags etc.	
Are there any food implications?	

### **Staff Training**

Is there any staff training required?	
Who needs to be trained?	
Has the training been completed? If so sign and date.	

When does this training need to be updated?	
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**Additional Information**

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**Please ensure the bottom of this is signed by the parent and ensure they are happy for staff to administer medication.**

**Please also make it clear that this plan will be shared with staff to safeguard their child, and in the event of an emergency situation, with medical professionals also.**

	Name	Signature	Date
Young Person- if appropriate			
Parents/ Carer			
Healthcare professional- if appropriate			
Person with responsibility in school			

**If the learner is having a controlled substance administered during school hours, a separate form must be completed. (M2)**

**TRUST SENCO Monitoring**

**Name:**

**Date:**

**Signed:**

**This Individual Healthcare plan must be accessible at all times, including off-site visits, for all relevant staff.**

**Have you:**

- ✓ **Uploaded onto Progresso?**
- ✓ **Informed SEN/ Safeguarding/ Attendance of the plan?**
- ✓ **Updated Progresso?**
- ✓ **Informed all staff of the plan and where it can be accessed?**

- ✓ **Logged the child on the spreadsheet for medical conditions, including the date of review?**

**Placed a copy of the plan within easy access of any medication the child requires**