

**THE EDUCATION VILLAGE ACADEMY
TRUST**



**Attendance Policy – For
Pupils with Additional
Needs**

EVAT Version Control Document

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Monitoring and review

This policy is reviewed **annually** by the Policy Owners: **Caroline Green and Dean Barnett (Estates Manager)**

The scheduled review date for this policy is **February 2025**

Values and Ethos

Our values and ethos are inclusive and child centred. Our Trust is founded on the principles of inclusivity, diversity and fairness, and they are fundamental to our delivery of exceptional learning experiences.

EVAT stands for:

- **E**xcellence and high standards
 - a can-do culture and no-excuses ethos
- **V**alues driven with a deep sense of purpose
 - putting children and young people first
 - behaving ethically
- **A**mbition and aspiration for all
 - irrespective of background or barriers – being truly inclusive
- **T**eamwork
 - we do more, better and faster, together

We are a village. We collaborate, with our learners, their families and our communities, to provide exceptional education so that all the children and young people we serve achieve the best possible outcomes.

Our Ethos is to:

- Create a nurturing and friendly atmosphere and provide an environment where everyone feels valued for who they are
- Bring out the best in every child and young person and meet the full range of their individual needs
- Provide different and unique experiences, challenges and activities
- Show tolerance and respect for each other
- Prepare our children and young people for lifelong learning
- Improve the life chances of every child and young person we serve.

This policy, and its associated procedures and protocols, are based on these key principles.

Where reference is made to an 'Academy' or a 'School' the intention is that the policy is universal and applies to both.

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1. Statement of intent

The Education Village Academy Trust aims to support the Local Authority (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 pupils 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 their 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.

2. Plan Remit

All Trust schools are covered by this plan.

3. Plan Owners

The policy's owners are responsible for ensuring that it is maintained, exercised and updated in accordance with Trust Policy.

4. Legal Framework

4.1 Statutory Legislation and Guidance

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

- The Education Act 2002
- The Education Act 1996 (as amended)
- The Equality Act 2010
- The 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'

4.2 Trust Policies and Procedures

This policy is to be read in conjunction with the following Trust policies and procedures:

- Attendance Procedures
- Child Protection and Safeguarding Policy
- Children Missing Education Policy
- Confidentiality Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

- Educational Visits Policy
- Remote Education Policy

5. Definitions

5.1 Pupils 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.

5.2 Pupils 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.

6. Roles and responsibilities

6.1 The Executive Leadership Team and Trust Board is responsible for:

- Approving and reviewing this policy on an annual basis.

6.2 Senior Leaders in each academy are 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.
- 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 Education Standards Committee as part of the safeguarding update, 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.
- Ensuring a suitable member of staff is assigned responsibility for the education of pupils with additional health needs to be a point of contact for the LA and parents.

6.3 The named member of staff is the Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead for each academy. 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.
- Liaising with the principal, 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.

6.4 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.

6.5 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.

7. Managing absences

- Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- 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.
- 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 pupil and their education.
- 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.
- 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 school, the LA and the provider of the pupil's education to work together.
- 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.
- 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 a medical professional 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.
- 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 a medical professional, even if the LA has become responsible for the pupil's education.
- For planned hospital admissions, the appointed named member of staff will liaise with the LA and the hospital education provider as early as possible to discuss the

likely admission date and expected length. Plans will be made, where possible, for the educational programme to be followed while the pupil is in hospital.

8. Support for pupils

- 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.
- The LA expects the school to support pupils with health needs to attend fulltime 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. The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions 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 school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes. This will include ensuring access to remote learning where required.
- Whilst a pupil 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:
 - School newsletters
 - Emails
 - Invitations to school events
 - Cards or letters from peers and staff
 - Access to a device and connectivity, as required
- Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources including on line learning where appropriate.
- 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 timetable, drafted in consultation with the named staff member
 - Access to additional support in school
 - Online access to the curriculum from home including provision of a device and or connectivity support, as required
 - Movement of lessons to more accessible rooms
 - Places to rest at school
 - Special exam arrangements to manage anxiety or fatigue
 -

The school will ensure that pupils are involved in decision-making as much as possible, in accordance with the pupil's age and maturity, to help ensure that the right provision is offered and encourage their commitment and engagement.

9. Reintegration

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

10. Information sharing

- It is essential that all information about pupils with health needs is kept up-to-date.
- To protect confidentiality, all information-sharing techniques, will be agreed with the pupil and their parent in advance of being used
- 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 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.
- 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.

11. Record keeping

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

12. Training

- Staff will be trained in a timely manner to assist with a pupil's return to school.
- Once a pupil's return date has been confirmed, staff will be provided with relevant training ahead of the pupil's anticipated return.
- Healthcare professionals should be involved in identifying and agreeing with the school 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.
- Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

13. 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 pupils with permanent or long-term disabilities and learning difficulties, or temporary

disabilities and illnesses. Applications for such arrangements will be submitted by the academy, as early as possible.

14. Reviewing the Policy

The implementation of this policy will be audited by the Durham County Council Health & Safety Unit and will be reviewed by the Trust Estates Manager and the Safety Unit.

The Board of Directors, Principals and the Trust Estates Manager will continually monitor the effectiveness of this policy. Any necessary amendments will be made immediately.

Any changes made to this policy will be communicated to all members of staff.

15. Public Sector Equality Duty (Equality Act 2010)

In preparing or amending this policy, the author has given due regard to the Public Sector Equality Duty; that is, they have considered any potential impact on people who share certain protected characteristics. These protected characteristics are defined as: race, disability, sex, age, religion or belief, sexual orientation, pregnancy and maternity and gender reassignment.