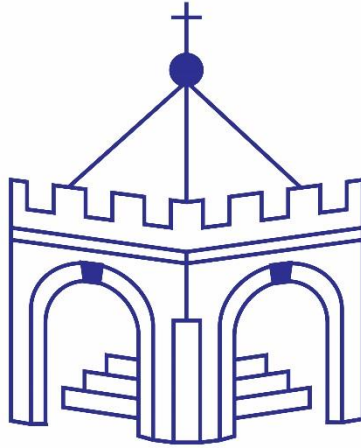


KING INA



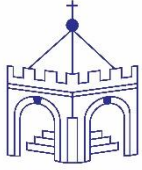
CHURCH OF ENGLAND ACADEMY

King Ina C of E Academy

Children with Additional Health Needs Attendance Policy

Within our secure Christian environment, our vision is to develop healthy, happy, motivated learners who aspire to achieve their full potential and who look to the future with confidence.

December 2025



Registered Office: Northfield, Somerton, Somerset TA11 6FQ

Date:	December 2025	Review Date:	December 2028
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Statement of Intent

King Ina Academy aims to ensure that all children who are unable to attend school due to medical needs continue to access as much high-quality education as their health condition allows. This includes access to physical education, enrichment, and—where appropriate—school trips.

We recognise that some children may require hospital admission, home tuition or alternative provision. Whenever possible, education should continue within their school setting, and the primary aim is to support a successful and well-managed reintegration when they are well enough to return.

We understand our ongoing role in supporting pupils' education while they are absent and will work collaboratively with the Local Authority (LA), healthcare professionals, and families to ensure continuity, maintain strong relationships and protect each child's wellbeing.

Statutory Framework

This policy reflects the following legislation and statutory guidance, including but not limited to:

- Education Act 1996
- Equality Act 2010
- 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 children at school with medical conditions*
- DfE (2022) *Working together to improve school attendance*
- **SEND Code of Practice (2015)** – particularly sections relating to supporting pupils with long-term health needs, reasonable adjustments, and multi-agency working.

This policy should be read alongside:

- Attendance Policy
- Child Protection and Safeguarding Policy

- Children Missing Education Policy
- Data Protection Policy
- SEND Policy
- Children with Medical Conditions Policy

Definitions

Children with health needs

Pupils of compulsory school age unable to attend school because of:

- Physical illness or injury
- Long-term or chronic conditions
- Progressive or terminal illness
- Mental health needs (e.g. anxiety, depression, school refusal linked to medical needs)
- Emotional dysregulation linked to a diagnosed or emerging condition

Types of alternative provision

Children may be educated through:

- Hospital schools
- LA home tuition services
- Medical Pupil Referral Units (PRUs)

School-based support includes:

- Reasonable adjustments within school
- Support for absences under 15 days
- Curriculum and pastoral support for part-time attendance
- Reintegration planning

LA-arranged education

Education arranged by the LA for pupils absent **15 or more days** (consecutive or cumulative) due to medical need.

Local Authority Responsibilities

The LA must:

- Provide suitable, full-time education (or as much as the pupil can manage) once it is clear they will be absent for **15+ days**.
- Liaise promptly with medical professionals.
- Ensure high-quality provision enabling appropriate qualifications and preventing significant academic regression.

- Address individual needs and maintain regular review.
- Have a named officer responsible for pupils with additional health needs.
- Publish a policy outlining their legal duties.
- Maintain strong communication links with schools and health partners.

The LA must **not**:

- Delay or reduce provision due to cost.
- Apply blanket rules (e.g., only certain conditions qualifying).
- Use attendance percentages to determine provision.
- Implement policies that prevent children receiving the right type of education.

Roles and Responsibilities

The Governing Body	<p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring regular updates on pupils unable to attend due to health needs. • Overseeing clear staff responsibilities and robust systems for managing health needs. • Ensuring appropriate staff training. • Reviewing this policy every three years or sooner if guidance changes.
Headteacher	<p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring statutory compliance and effective multi-agency partnership. • Overseeing school-based arrangements for children with health needs. • Appointing the named staff member responsible for these pupils. • Ensuring staff have relevant training and information. • Reporting annually to governors. • Notifying the LA of pupils likely to be absent for 15+ days.
Special Educational Needs Coordinator (SENCo)	<p>Responsible for:</p> <ul style="list-style-type: none"> • Monitoring pupils unable to attend due to health needs. • Leading reintegration planning. • Liaising with LA-arranged provision, parents, and medical teams. • Ensuring pupils remain connected with their peers and school community. • Sharing relevant information with alternative providers.
Staff Members	<p>Responsible for:</p> <ul style="list-style-type: none"> • Maintaining confidentiality. • Designing activities accessible to pupils with health needs. • Engaging in required training. • Sharing relevant health information appropriately.

	<ul style="list-style-type: none"> • Keeping parents updated on any concerns relating to the child's health needs.
Parents	<p>Expected to:</p> <ul style="list-style-type: none"> • Support regular attendance where health allows. • Share medical information promptly. • Communicate absences on day one. • Attend planning and reintegration meetings. • Work collaboratively with school and LA.

Attendance, Notification, and Short-Term Absence.

- Parents must notify school on the first day of illness.
- Illness-related absence is authorised unless there is legitimate concern.
- For absences under 15 days, school will provide work or part-time arrangements in consultation with parents and staff.

Long-Term or Frequent Absence

- For absences **15+ days**, the named staff member will notify the LA.
- The LA will establish a Personal Education Plan (PEP).
- The school will maintain attendance records indicating alternative provision.
- Removal from roll will only occur where medical certification and parental agreement are in place.

Hospital Admissions

The named staff member will liaise with hospital education teams to ensure continuity. Curriculum information and resources will be shared where appropriate.

Maintaining Contact During Absence

To sustain connection and belonging, the school may use:

- E-Schools / class page updates
- Newsletters
- Emails
- Invitations to events (where appropriate)
- Cards or letters from staff and peers

Adjustments and Support on Return to School

To support transition back into school, adaptations may include:

- Personalised or phased timetables

- Additional in-school support
- Online or blended learning
- Movement of lessons to accessible spaces
- Rest areas
- Test arrangements to mitigate fatigue/anxiety

Reintegration Planning

A reintegration plan will be created collaboratively and will include:

- Expected date of return
- Named key staff
- Roles and responsibilities
- Frequency of review meetings
- Social support (peer links, mentoring)
- Small achievable goals
- Follow-up procedures

Children will never be pressured to return before medically appropriate. Reintegration will be gradual where required and pupil voice will be central, in line with the SEND Code of Practice.

Confidentiality and Information sharing

- Information will be shared lawfully and sensitively, following the Pupil Confidentiality Policy.
- Parents will be informed about how and what information is shared.
- Staff will have access to key information relevant to safety and care needs.
- Records will be maintained in line with the Records Management Policy.

Recording and Storage of Information

- Medication and health records will be documented as required.
- All records will be stored securely.

Policy Review

This policy will be reviewed every **three years**, or earlier if new legislation or guidance is released. The review will be carried out by the Governing Body and Headteacher in collaboration with the SENCo.

Headteacher:	Suzie Svenson	Date:	
Chair of Governors:	Linda Smallwood	Date:	