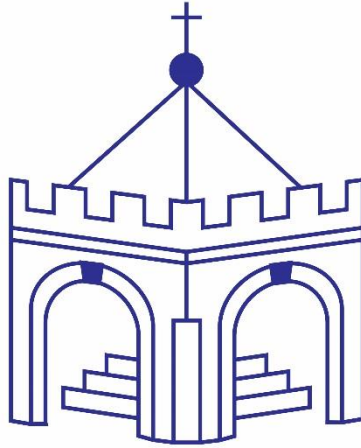


KING INA



CHURCH OF ENGLAND ACADEMY

King Ina C of E Academy

Children with Additional Health Needs Attendance Policy

Start children off on the way they should go and even when they are old they will not turn from it.

Proverbs 22:6 (NIV)

October 2023



Registered Office: Northfield, Somerton, Somerset TA11 6FQ

Date:	October 2023	Review Date:	October 2026
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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 have access to as much education, including physical education, and as many school trips as their medical condition allows.

Due to the nature of their health needs, however, some children may be admitted to hospital or placed in alternative forms of education provision and unable to attend school as normal. We recognise that, whenever possible, children should receive their education within their school and the aim of the provision will be to help reintegrate children back into school as soon as they are well enough.

We understand that we have a continuing role in children'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 the school.

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 General Data Protection Regulation (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'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Children Missing in Education Policy
- Pupil Confidentiality Policy
- Data Protection Policy

- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Children with Medical Conditions Policy

LA duties

For the purpose of this policy, the LA's duties when children are unable to attend school due to health needs are outlined below. These duties have been included so as to differentiate the responsibilities that lie with the school and those that will be carried out by the LA. The school is not responsible for ensuring that the LA meets its responsibilities – the school's responsibilities are outlined in the 'Roles and responsibilities' section of this policy.

The LA will be responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school will fulfil its duty to effectively collaborate and communicate with the LA as required.

In line with statutory guidance, 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 consecutively or cumulatively.
- Liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education children 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 children 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 each pupil and that it provides suitable education.
- Have clear policies on the provision of education for children and young people under and over compulsory school age.
- Maintain good links with the schools in its area and put systems in place to promote co-operation between them when children cannot attend due to ill health.

To comply with statutory guidance, 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 pupil is able to attend school rather than whether the pupil 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).

Definitions

“**Children with health needs**” are children of compulsory school age who are unable to attend school as a result of their medical needs. These medical needs include:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Children who are unable to attend mainstream education for health reasons may attend or participate in any of the following:

- **Hospital school** – a 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 children on occasions where children 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.

For the purpose of this policy, “**school-based support**” in relation to supporting children with additional health needs may include:

- Day-to-day support offered at school where the pupil is able to attend as normal.
- Support given to children who are absent from school because of illness for a period of less than 15 school days, whether consecutive or cumulative.
- Any educational or extra-curricular provision as requested by the LA as part of its arrangements for children who cannot attend school full-time, e.g. where the pupil attends school part-time as an arranged part of their full-time education provision.
- As part of their reintegration into normal school attendance following a period of absence or part-time attendance due to health needs.

“**LA-arranged education**”, for the purpose of this policy, is defined as education provision arranged by the LA where the pupil cannot attend school full time due to medical reasons for a period of 15 school days or more, whether consecutive or cumulative.

Roles and Responsibilities

The Governing Body	<p>The governing body will be responsible for:</p> <ul style="list-style-type: none">• Ensuring there is a schedule of regular updates on the arrangements made for children who cannot attend the school due to their medical needs.• Ensuring the roles and responsibilities of those involved in any school-based arrangements to support the needs of children are clear and understood by all.• Ensuring robust systems are in place for dealing with health emergencies and critical incidents where a pupil with health needs is able to, or partially able to, attend school and/or extra-curricular activities.• Ensuring staff with responsibility for supporting children with additional health needs are appropriately trained.• Approving and reviewing this policy every three years.
The Head Teacher	<p>The headteacher will be responsible for:</p> <ul style="list-style-type: none">• Working with the governing body to ensure compliance with the relevant statutory duties when supporting children with additional health needs.• Working collaboratively with the LA, parents and other professionals, as necessary, to develop any school-based arrangements to meet the needs of children.• Ensuring any school-based arrangements put in place to meet children's health needs are fully understood by all those involved and acted upon.• Appointing a named member of staff who is responsible for children with additional health needs and liaises with parents, children, the LA, key workers and others involved in the pupil's care.• Ensuring any school-based support put in place focusses on and meets the needs of individual children.• Arranging appropriate training for staff with responsibility for supporting children with additional health needs who are attending school, or attend school part-time.• Providing teachers who support children with additional 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 board on the effectiveness of any school-based arrangements in place to meet the needs of children of children who cannot attend school due to health needs.

	<ul style="list-style-type: none"> • 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.
Special Educational Needs Coordinator (SENCo)	<ul style="list-style-type: none"> • The management of any children registered at the school who are unable to fully attend school because of their health needs. • Actively monitoring pupil progress and reintegration into school. • Supplying any LA-arranged education providers with information about children’s capabilities, progress and outcomes. • Liaising with the headteacher, LA-arranged education providers, and parents to help determine children’s programmes of study whilst they are absent from school, where necessary. • Keeping children who are being educated by LA-arranged education providers informed about school events and encouraging communication with their peers. • Providing a link between children and their parents, the school, and LA where necessary.
Staff Members	<p>Staff will be responsible for:</p> <ul style="list-style-type: none"> • Understanding confidentiality in respect of children’s health needs. • Designing school-based activities, including lessons, in a way that allows children with additional health needs to participate fully and ensuring children are not excluded from activities that they wish to take part in without a clear evidence-based reason. • Understanding their role in any school-based support for children with additional health needs and ensuring they attend the required training. • Ensuring they are aware of the needs of their children through the appropriate and lawful sharing of individual children’s health needs. • Keeping parents informed of how their child’s health needs are affecting them whilst in school-based education.
Parents	<p>Parents will be expected to:</p> <ul style="list-style-type: none"> • Ensure, where school-based provision is in place, the regular and punctual attendance of their child at the school where possible. • Work in partnership with the school, LA and any LA-arranged provision to ensure the best possible outcomes for their child. • Notify the school, or the relevant education provider, 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 any school-based support, including reintegration, for their child should be planned.

Managing Absence

Parents will be required 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 children who are absent from school because of illness for a period of less than 15 school days, whether consecutive or cumulative, 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 parents 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 member of staff with responsibility for children with additional 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 other 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 the medical professional, even if the LA has become responsible for the pupil's education.

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 children with additional health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to children's programmes of study where medical evidence supports the need for those adjustments.

The school will make reasonable adjustments under children's Individual Healthcare Plans, in accordance with the Supporting Children with Medical Conditions Policy.

Children 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.

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:

- Eschools – Class page
- School newsletters
- Emails
- Invitations to school events
- Cards or letters from peers and staff

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

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 class teacher/SENCo
- 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

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 pupil will be able to access the curriculum and materials that they would have used in school.

If appropriate, the school nursing team will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by class teacher/SENCo, 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 children 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 children 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.

Information sharing

It is essential that all information about children 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 pupil and their parent in advance of being used, in accordance with the Pupil 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 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 children with additional 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.

Record Keeping

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

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

Monitoring and Review

A review of the accessibility policy and plan is undertaken every 3 years and as a working document is kept under constant review as/when new legislation or guidance concerning equality and disability is published. The governing board and headteacher will review the policy in collaboration with the SENCO.

Headteacher:	Susannah Svenson	Date:	8.10.2023
Chair of Governors:	Cathy Farley	Date:	8.10.2023

Appendix 1 – Accessibility Plan

<u>Improving the physical access</u>			
Target	Strategies	Timescale	What will success look like?
To be aware of the access needs of disabled children, staff, governors and parents /carers	<ul style="list-style-type: none"> - Create access plans for individual children as part of the SEND process - Ensure staff and governors can access areas of school used for meetings - Annual reminder to parents and carers to let us know if they have difficulties with accessing areas of the school. - Ensure individual PEEP (personal emergency evacuation plan) are prepared and reviewed for physically impaired children and adults. 	As required	<ul style="list-style-type: none"> -SEND targets are in place for disabled children and all staff are aware of pupil’s needs. -All staff and governors are confident their needs are met. -Parents have full access to all areas of school. -PEEP’s are prepared and reviewed as individual needs change
Maintain safety for visually impaired people	<ul style="list-style-type: none"> -Check if any children have visual impairment resulting in clear contrasting between the step and the step edge. -Carry out visual audit on new school site. 	As required	<ul style="list-style-type: none"> -Visually impaired people feel safe in school grounds.
Accessible car parking	Disabled members of staff, visitors and parents/carers have a place to park in the staff car park near the entrance of school.	On-going	There are dedicated parking spaces for disabled members of staff, visitors and parents/carers to park through-out the school day.
<u>Improving the curriculum access</u>			
Target	Strategies	Timescale	What will success look like?
All school visits and trips need to be accessible to all children and staff	Ensure venues and means of transport are appropriate and suitable.	On-going	All children are able to access school trips and take part in a range of activities.
Review PE curriculum to ensure PE is accessible to all children	Review PE curriculum to include disability sports if required.	Annually	All pupil to have access to PE and are able to succeed, for example with support from an adult.

Ensure children with disabilities can take part in lunchtime and after school activities	Discuss with staff who run out of school provision (The Treehouse and Saints SW)	As required	Children with disabilities feel able to participate in out of school activities.
Ensure support staff have specific training in SEND.	Identify training needs at regular meetings and appraisals.	On-going	Raised staff confidence

Improving written information

Target	Strategies	Timescale	What will success look like?
To ensure children, parents and staff can access all written communication	Identify pupil, parents and staff who required adapted information such as larger print, double spacing, buff paper or alternative means of sharing such as ICT.	As required	Everybody will be able to access all information.