

# Attendance of Students with Additional Health Needs Policy

**Bolder Academy**

MacFarlane Lane, Isleworth TW7 5DB

Registered in England and Wales No: 08932893

Attendance of Students with Additional Health Needs Policy

November 2022

<b>This policy is called:</b>	<b>Attendance of Students with Additional Health Needs Policy</b>
<b>It applies to:</b>	All staff, governors and visitors to Bolder Academy
<b>Person responsible for its revision:</b>	Headteacher
<b>Status:</b>	Statutory
<b>Published on:</b>	The Academy Website
<b>Approval by:</b>	Governing Board
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<b>Date of next approval:</b>	September 2026

## Statement of intent

Bolder Academy aims to support the Local Authority and ensure that all children 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 children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, students should receive their education within the Academy and the aim of the provision will be to reintegrate students back into the 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 Bolder Academy and will work with the Local Authority, 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***

## 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
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend Academy because of health needs'
- DfE (2015) 'Supporting students at Academy with medical conditions'
- Working together to Improve Attendance, government guidance 2024

This policy operates in conjunction with the following Academy policies:

- Attendance and Punctuality Policy
- Child Protection and Safeguarding Policy
- Children Missing Education Policy
- Data Protection Policy
- SEND and Inclusion Policy
- Supporting Students with Medical Conditions Policy

## Local Authority duties

The Local Authority 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 Local Authority in doing so.

The Local Authority should:

- Provide such education as soon as it is clear that a student will be away from Academy 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 student.
- Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers, and allows them to reintegrate successfully back into the Academy as soon as possible.
- 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 the child 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 Local Authority 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 child is able to attend Academy rather than whether the child 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 who are unable to attend the 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/access any of the following:

**Home tuition:** many Local Authority have home tuition services that act as a communication channel between Academy's and students on occasions where students are too ill to attend Academy and are receiving specialist medical treatment.

**Medical PRUs:** these are Local Authority establishments that provide education for children unable to attend their registered Academy due to their medical needs.

**Online Learning:** there are online platforms which supporting learning such as Academy 21.

## **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 health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

The Headteacher is responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting students with health needs.
- Working collaboratively with parents/carers and other professionals to develop arrangements to meet the best interests of children.
- 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 healthcare needs and liaises with parents/carers, students, the Local Authority, 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 health needs.
- Providing staff who support students with 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 Local Authority 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. They are responsible for:

- Dealing with students who are unable to attend the Academy because of medical needs.
- Actively monitoring student progress and reintegration into Bolder Academy.
- Supplying students' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents to determine students' programmes of study whilst they are absent from Bolder Academy.
- Keeping students informed about Academy events and encouraging communication with their peers.
- Providing a link between students and their parents, and the Local Authority.

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 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 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 the individual student'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 Academy.

Parents and Carers 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 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**

Where a student is to be absent from the Academy without prior permission, the parent/carer should inform the Academy by ParentMail or by telephone on the child absence line by 9am for each day of absence.

In cases of prolonged absence due to illness, the parents/carers will be asked to provide the Academy with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

For periods of absence that are expected to last for 15 or more Academy days, either in one absence or over the course of an Academy year, the named person with responsibility for students with health needs will notify the Local Authority, who will take responsibility for the student and their education.

For hospital admissions, the appointed named member of staff will liaise with the Local Authority regarding the programme that should be followed while the student is in hospital.

The Local Authority will set up a personal education plan (PEP) for the student which will allow the Academy, the Local Authority 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 otherwise than at Academy.

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 a qualified medical professional as unlikely to be in a fit state of health to attend Academy, before ceasing to be of compulsory Academy age; and
- Neither the student nor their parent/carer has indicated to the Academy the intention to continue to attend the Academy, after ceasing to be of compulsory Academy age.

A student unable to attend Bolder Academy because of their health needs will not be removed from the Academy register without parental consent and certification from a qualified medical professional, even if the Local Authority has become responsible for the student's education.

### **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 Local Authority, relevant medical professionals, parents and, where appropriate, the student.

The Local Authority expects the Academy to support students with 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. Bolder Academy uses Emotionally Based School Non-Attendance (EBSNA) programmes to support students who are not attending school due to mental health including anxiety. An EBSNA is created with the school, parents, students and professionals such as CAMHS. This regularly reviews the support for the student and aims to support them in reintegration back to full time education.

The Academy will make reasonable adjustments under students' individual healthcare plans (IHCPs), or 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 Bolder Academy, the Academy will work with the Local Authority to ensure the student can successfully remain in touch using the

following methods:

- Academy newsletters
- Invitations to Academy events
- Academy website
- Access to learning platforms

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
- Online access to the curriculum from home via TEAMS/Show My Homework
- Movement of lessons to more accessible rooms
- Places to rest at the Academy
- Special exam arrangements to manage anxiety or fatigue

### **Part-time timetable**

Students will only be placed on to a part-time table in discussions with parents. A risk assessment will be completed and internal/external support will be reviewed. Part-time timetables will be for a short period of time with an aim to return to full time education. Clear dates for review and extending the timetable will be discussed with parents along with a signed contract.

If a student with an EHCP is placed on to a part-time timetable their SEND case worker will be informed, if a LAC student is placed on to a part-time timetable the virtual school will be informed.

The local authority will be informed of all students who are on a part-time timetable.

### **Reintegration**

When a student is considered well enough to return to Bolder Academy, the Academy will develop a tailored reintegration plan in collaboration with the Local Authority and any external agencies involved with the student/family.

The Academy will work with the Local Authority when reintegration into Academy is anticipated to plan for consistent provision during and after the

period of education outside Academy.

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

If appropriate, the Local Authority 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.
- A programme of small goals leading up to reintegration.
- Follow up procedures.

Following reintegration, the Academy will support the Local Authority in seeking feedback from the student regarding the effectiveness of the process.

### **Information sharing**

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

To protect confidentiality, all information-sharing techniques, e.g. staff briefings, staff noticeboards, will be agreed with the student 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, via staff briefings and weekly bulletins.

Parents/carers will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, Bolder Academy will:

- Ensure that the Data Protection Policy is available and published on the website
- Ensure that the Student Privacy Notice is available and published on the website so the parents are informed of 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 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 Academy. The named member of staff will liaise with the hospital or other tuition service as appropriate.

### **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 protects both staff and students and provides evidence that agreed procedures have been followed.

All records will be maintained in line with the Data Protection Policy and retention procedures.

### **Training**

If specific medical training is required for a student staff will be trained in a timely manner to assist with a student's return to BolderAcademy. In addition, Bolder Academy has staff who are mental health trained, first aid trained and have a School Nurse who is able to support students with medical needs.

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.

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

### **Examinations and assessments**

For students unable to attend the Academy, 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 Local Authority if more appropriate, as early as possible.

### **Communication of this policy**

This policy will be published on the Academy website and the staff information drive.

