

PENWORTHAM GIRLS' HIGH SCHOOL

Pupils with Additional Health Needs Attendance Policy

(October 2023)

Updated Annually

Next review: Autumn 2024

THE MISSION

**To prepare, articulate, questioning, tolerant and
independent women for the future.**

Our Aim, Mission and Core Values

PGHSuccess:

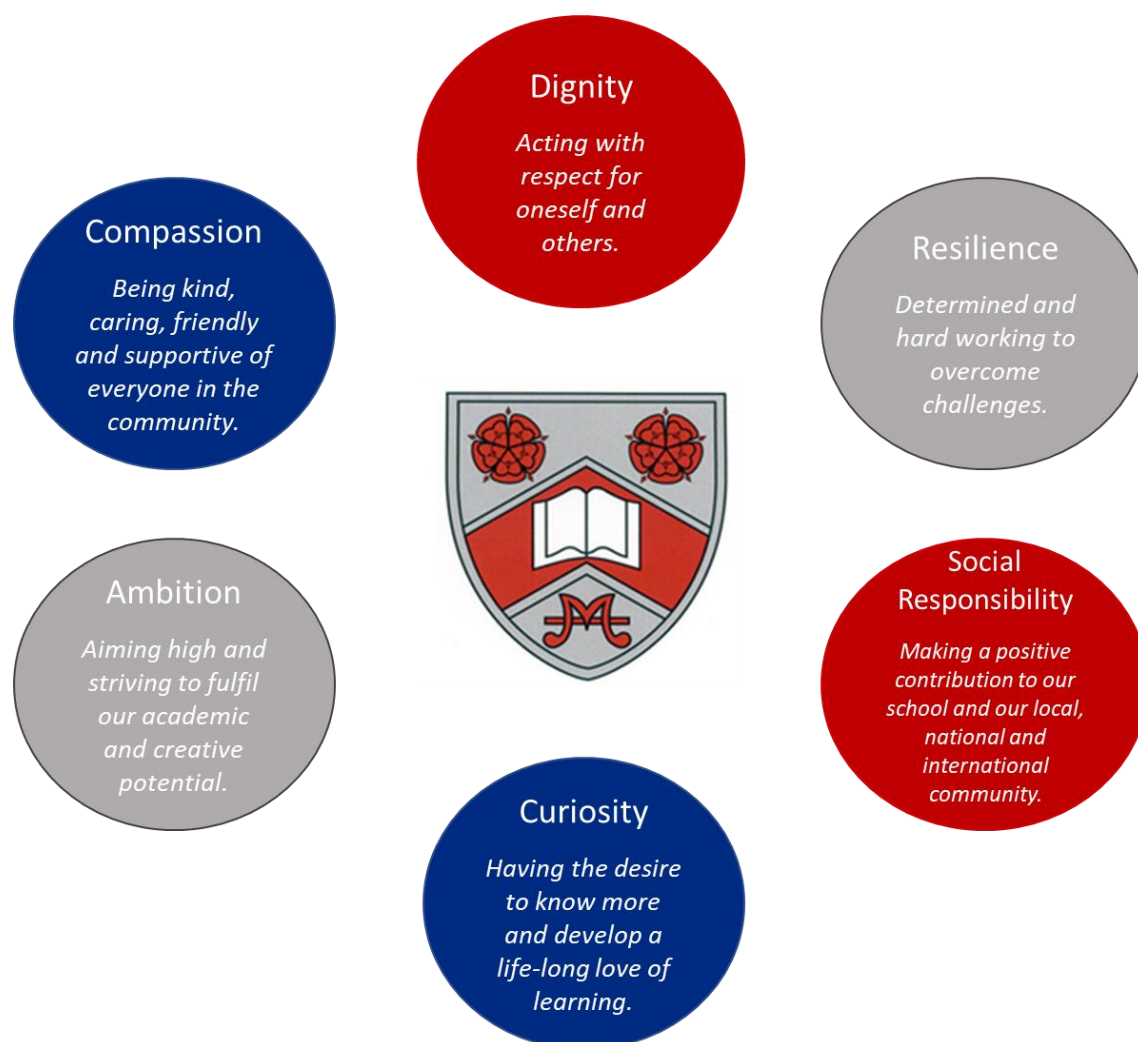
It is our aim to make all our students a PGHSuccess. A pupil becomes a PGHSuccess when they have the knowledge, skills, and personal attributes required to achieve their ambitions; academically, creativity and socially.

Our Mission is:

To help our students to achieve their version of PGHSuccess, we have set ourselves the mission of *'preparing articulate, questioning, tolerant and independent women for the future'*, as we believe that these qualities which are central to success in our modern society.

Our Core Values:

In order to achieve our mission statement, our policies and actions are guided by six core values. These core values are interwoven throughout all we do in school, including forming the basis of our pastoral care.



POLICY INTENT

Penwortham Girls' High School aims to support the LA in ensuring that all children who are unable to attend school due to medical needs, continue to have access to as much education as their medical condition allows. We understand that we have a continuing role in a student's education whilst they are not attending our 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. We recognise that, whenever possible, pupils should receive their education within mainstream schools and aspire to reintegrate pupils with health needs as soon as possible.

Related Policies and documentation:

- a) Attendance Policy
- b) Medicines Policy
- c) Individual Healthcare Plans
- d) Child Protection and Safeguarding Policy
- e) SEND Policy
- f) SEND – Local Offer
- g) SEND - Accessibility Plan
- h) The Haven, Policy and Procedures

Legal Provision

The Children and Families Act 2014 brought with it a change in the law meaning that since September 2014, schools have been required by law to support pupils with medical conditions. The Department for Education (England) published new statutory guidance to accompany this change, called "Supporting pupils at school with medical conditions", and schools must have regard to this. The guidance can be found online at:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

This policy also covers statutory requirements set out in the following legislative tools:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018

1.0 Rationale

An increasing number of children and young people with complex and long-term health needs, including physical and mental conditions, are attending mainstream school. Penwortham Girls' High School is an inclusive school which welcomes and supports children with medical needs. Our school is committed to providing all of its students with the best possible educational experience. The school acknowledges the specific challenges that health needs can lead to within an educational setting and is committed to working with all stakeholders to enable those faced with health needs have appropriate curriculum access, allowing them to progress and to achieve.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require ongoing support, medicines, or care while at school to help them to manage their condition. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended periods of absence. This policy aims to ensure parents feel confident that school will provide effective support for their child's medical condition and that students feel safe whilst in school.

This document outlines the procedures, communication and support available to all students with medical needs, and their families or carers. It outlines the roles and responsibilities of all those involved in supporting a student with medical needs.

2.0 Definitions

Children unable to attend school due to their medical needs may include those with:

- Physical health issues,
- Physical injuries,
- Mental health problems, including chronic / acute anxiety,
- Extreme emotional difficulties which could result in a severe self-harm or suicide risk,
- Eating disorders
- Progressive conditions,
- Terminal illnesses, or
- Chronic illnesses.

3.0 Roles and Responsibilities

3.1 The Role of Health

Health professionals have a vital role in liaising with education staff to ensure that the planned provision is appropriate and that all the needs of the child, health, social, education and emotional are being addressed. It is crucial that school is kept informed of a pupil's medical condition, from both parents/carers and medical professionals.

Health should:

- Ensure that a holistic approach is taken regarding the welfare of the child by facilitating timely access to appropriate advice and to effective services;
- Make arrangements at a strategic level for co-operation and planning between the health service and the education service;
- Have agreed protocols for sharing information about children who are ill between the health service and the education service;
- Make arrangements for a health professional to participate in multi-agency meetings set up to plan and monitor the child's educational provision;
- Make every effort to provide the medical evidence necessary for the child to secure eligibility for educational support as quickly as possible, including in cases of mental health conditions, such as depression and hyperactivity disorders.

3.2 The Local Authority

The LA must arrange suitable full-time education for children of compulsory school age who, because of health-related issues can't attend school and therefore would not receive suitable education without such provision. The school has a duty to support the LA in doing so.

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 consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil;
- Ensure the education a pupil receives is of good quality; allowing them to take appropriate qualifications, maintaining levels of progress, and allowing a successful reintegrate back into school as soon as possible;
- Address the needs of individual pupils 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 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 school age.

NB: The LA should not withhold or reduce the provision for a child due to cost or have lists of health conditions, or inflexible policies, which result in children going without a suitable education.

3.3 The Governing Body will:

- Review and approve this policy on an annual basis;
- Ensure the school's statutory duties are being met.

3.4 The Headteacher will:

- Work with the governing board to ensure compliance with the relevant statutory duties when supporting pupils with health needs;
- Ensure the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all;
- Support staff in accessing appropriate training for supporting pupils with health needs.

3.5 SLT Attendance Lead will:

- Provide regular reports to the Headteacher and Governing Board on the:
 - Number of students missing school as a result of health needs,
 - Effectiveness of the arrangements in place to meet the educational needs of these pupils,
 - Actions being taken to enable a return to mainstream education when the pupil's health challenges are met;
- Work with families, affected pupils, and school staff to ensure adequate academic and pastoral support for pupils affected by short term periods of absence resulting from a diagnosed health need (less than 15 days);
- Liaise with parents, affected pupils, pastoral staff, and class teachers to ensure pupils who are affected by health-related absence have a smooth reintegration when they return to school;
- Identify when school led remote learning is appropriate for students experiencing prolonged periods of absent from school due to health needs;
- Ensure regular communications and safeguarding measures are in place for students completing home based learning.

3.6 Pastoral staff (Pupil Support Worker, HoY or SENCO) will:

- Work collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
- Ensure arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon – where necessary, to create and circulate an Individual Healthcare Plans (Edukey).
- Act as the named member of staff responsible for pupils with healthcare needs and liaise with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Ensure regular contact is maintained with parents and absent students, including at least fortnightly welfare checks.
- Raise any concerns relating to a health related absent student with either the DSL, SLT Attendance Lead, or Senior Pastoral Manager as appropriate.

3.7 Class Teachers will support pupil's with health needs by:

Supporting pupils returning to school / with flexible timetables by:

- Accessing the necessary training to ensure an appropriate understanding of the pupil's health and educational needs;
- Ensuring they are aware of the signs, symptoms and triggers associated with the pupil's health needs;
- Planning lessons / activities which enable maximum participation for those with health needs;
- Keeping parents and related staff aware of how the pupil's health needs are affecting them whilst in school.

Supporting pupils unable to attend school due to health-related issues by:

Short term absence (less than 15 days)

- Ensuring lesson resources are shared via the agreed means (e.g. online);
- Reviewing uploaded resources to ensure their suitability for home learning;
- Utilising different online platforms to allow full curriculum coverage / continued assessment (e.g. Forms quizzes, Teams meetings, collaborative SMART lessons).
- Where appropriate, the school will consider a blended mix of synchronous (Live Lessons) and asynchronous delivery of the curriculum. Where this results in the pupil accessing the full curriculum, with regular face-to-face contact with school staff the student will be recorded as 'B' (educated off-site) rather than absent.

Long term absence

- Liaise with the appropriate member of the pastoral team when school based AP is being provided, ensuring the home based learners has access to an appropriate curriculum;
- Liaise with LA Education Team to share curriculum / assessment plans.

3.8 ALL staff will:

- Understand confidentiality in respect of pupils' health needs.

3.9 Parents are expected to:

- Ensure maximum attendance at school, in line with agreed support programmes;
- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Ensure parental components of any healthcare plan are fully met – e.g. The provision of necessary medical supplies, correctly labelled and appropriately packaged;
- Seek appropriate medical confirmation if they feel their child is unable to attend school (NB: A letter from a medical consultant is needed clearly stating that the pupil is unable to attend school, outlining the reasons why and the actions which are being taken to address these concerns);
- Attend meetings to discuss how support for their child should be planned.
- Ensure the lead pastoral staff member working with their child is able to complete regular welfare checks, either in person or via a video call. NB: In case where staff have been unable to see and speak with a student, an unannounced home visit or police welfare check may be actioned.

4.0 Managing Health Related Absences

Where appropriate, Penwortham Girls' High School will provide support to pupils who are absent from school because of poor health for a period of less than 15 school days. In such cases, 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 the pupil will take responsibility for ensuring an appropriate curriculum provision is in place. 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 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.

Where appropriate, the school will provide the pupil's temporary education provider (e.g. Hospital Service or home tutor) with relevant information, curriculum materials and resources.

NB: A pupil unable to attend school because of their health needs must not be removed from the school register without parental consent, even if the LA has become responsible for the pupil's education.

5.0 Support for Pupils Returning to School

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA. 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.

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 phased return
- A personalised / part-time timetable,
- Access to additional support in school, e.g. Support from a PSW, AIW or counsellor.
- Use of the Haven for rest periods to catch-up during unsuitable lesson e.g. PE
- Timetabling of lessons to more accessible rooms
- Allocation of appropriate spaces for social times (lunch and break)
- Special exam arrangements

5.1 Individual Healthcare Plans

Individual healthcare plans are used to ensure that we effectively support pupils with additional medical needs. They provide clarity about what needs to be done, when and by whom. In less severe cases, a healthcare plan may be agreed between the SENCO or a RAC and the affected pupil's parents. In more complex cases, the school will be directed by healthcare professionals.

Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school nurse, specialist or children's community nurse or paediatrician, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture

the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), schools should work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

6.0 Examinations and assessments

When a pupil with health needs is due to sit upcoming external assessments, the school will:

- Liaise with the alternative provision provider over planning and examination course requirements;
- Provide relevant assessment information to the alternative provision provider;
- Apply, where appropriate, for special arrangements from the Examination Board.

7.0 Revision of Policy

The Attendance of Children with Health Needs policy is to be reviewed annually. This evaluation will lead to a regular review of policy to ensure statutory requirements are being fulfilled.

This policy has been agreed by the Governing Body	DATE
Newly introduced Policy - Elements previously incorporated into our attendance and SEND policies. BWA (Attendance Lead)	October 2019
BWA	October 2020
Reviewed by BWA	October 2021
Reviewed by BWA	November 2022
Reviewed by BWA	November 2023