

High Tunstall College of Science



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Students with Additional Health Needs Attendance Policy

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Statement of intent

High Tunstall College of Science aims to support the LA and ensure that all children who are unable to attend college 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 college and the aim of the provision will be to reintegrate students back into college 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 the college 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.

1. Legal framework

- 1.1. 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 GDPR
 - 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'
- 1.2. This policy operates in conjunction with the following college policies:
 - Attendance Policy
 - Child Protection and Safeguarding Policy
 - Children Missing Education Policy (Local Authority)
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy

2. Local Authority duties

- 2.1. The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The college has a duty to support the LA in doing so.
- 2.2. The LA should:
 - Provide such education as soon as it is clear that a student will be away from college 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 in college, and allows them to reintegrate successfully back into college as soon as possible.
 - Address the needs of individual students 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.

2.3. 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 child is able to attend college 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).

3. Definitions

- 3.1. Children who are unable to attend college 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 college refusal.
 - Progressive conditions.
 - Terminal illnesses.
 - Chronic illnesses.
- 3.2. Children 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 students on occasions where students are too ill to attend college 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.

4. Roles and responsibilities

4.1. The governing body is responsible for:

- Ensuring arrangements for students who cannot attend college 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 college 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.

4.2. The headteacher is responsible for:

- Working with the governing body to ensure compliance with the relevant statutory duties when supporting students with health needs.
- 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 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, students, the LA, 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 teachers 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 body on the effectiveness of the arrangements in place to meet the health needs of students.
 - Notifying the LA when a student is likely to be away from the college for a significant period of time due to their health needs.
- 4.3. The Attendance and Safeguarding Officer and the Attendance Student Support Officer are responsible for:
- Dealing with students who are unable to attend college because of medical needs.
 - Actively monitoring student progress and reintegration into college.
 - Supplying students' education providers with information about the child's capabilities, progress and outcomes.
 - Liaising with headteacher education providers and parents to determine students' programmes of study whilst they are absent from college.
 - Keeping students informed about college events and encouraging communication with their peers.
 - Providing a link between students and their parents, and the LA.
- 4.4. 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 college.

4.5. Parents are expected to:

- Ensure the regular and punctual attendance of their child at the college where possible.
- Work in partnership with the college to ensure the best possible outcomes for their child.
- Notify the college of the reason for any of their child's absences without delay.
- Provide the college 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.

5. Managing absences

- 5.1. Parents are advised to contact the college on the first day their child is unable to attend due to illness.
- 5.2. Absences due to illness will be authorised unless the college has genuine cause for concern about the authenticity of the illness then medical evidence will be requested.
- 5.3. The college will provide support to students who are absent from college because of illness for a period of less than 15 college days by liaising with the student's parents to arrange college work as soon as the student is able to cope with it or part-time education at college. The college will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff.
- 5.4. For periods of absence that are expected to last for 15 or more college days, either in one absence or over the course of a school year, the Attendance and Safeguarding Officer/Attendance Student Support Officer will notify the LA, who will take responsibility for the student and their education, if it is deemed medically necessary to do so.

- 5.5. Where absences are anticipated or known in advance, the college will liaise with the LA to enable education provision to be provided from the start of the student's absence.
- 5.6. For hospital admissions, the Attendance and Safeguarding Officer/Attendance Student Support will liaise with the LA regarding the programme that should be followed while the student is in hospital.
- 5.7. The LA will set up a personal education plan (PEP) for the student which will allow the college, the LA and the provider of the student's education to work together.
- 5.8. The college will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at college.
- 5.9. The college will only remove a student who is unable to attend college because of additional health needs from the college roll where:
 - The student has been certified by a medical professional that's the student is unlikely to be in a fit state of health to attend college, before ceasing to be of compulsory school age; and
 - Neither the student nor their parent has indicated to the college the intention to continue to attend the college, after ceasing to be of compulsory school age.
- 5.10. A student unable to attend college because of their health needs will not be removed from the college register without parental consent and certification from a medical professional, even if the LA has become responsible for the student's education.

6. Support for students

- 6.1. Where a student has a complex or long-term health issue, the college will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.
- 6.2. The LA expects the college to support students with health needs to attend full-time education wherever possible, or for the college to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
- 6.3. The college will make reasonable adjustments under students' individual healthcare plans (IHCPs).

- 6.4. Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 6.5. During a period of absence, the college will work with the provider of the student's education to establish and maintain regular communication and effective outcomes.
- 6.6. Whilst a student is away from college, the college will work with the LA to ensure the student can successfully remain in touch with the college using the following methods:
 - Website
 - Emails
 - Invitations to college events
 - Cards or letters from peers and staff
 - Home visits
 - Regular telephone contact
 - Teams
- 6.7. Where appropriate, the college will provide the student's education provider with relevant information, curriculum materials and resources.
- 6.8. To help ensure a student with additional health needs is able to attend college following an extended period of absence, the following adaptations will be considered:
 - A personalised or part-time timetable, drafted in consultation with the Attendance and Safeguarding Officer/Attendance Student Support Officer
 - Access to additional support in college
 - Online access to the curriculum from home where available via Teams
 - Movement of lessons to more accessible rooms where possible
 - Places to rest at college
 - Special exam arrangements to manage anxiety or fatigue

7. Reintegration

- 7.1. When a student is considered well enough to return to college, the college will develop a tailored reintegration plan in collaboration with the LA.

- 7.2. The college will work with the LA when reintegration into college is anticipated to plan for consistent provision during and after the period of education outside college.
- 7.3. As far as possible, the child will be able to access the curriculum and materials that they would have used in college.
- 7.4. If appropriate, the school nurse will be involved in the development of the student's reintegration plan and informed of the timeline of the plan by the Attendance and Safeguarding Officer/Attendance Student Support Officer, to ensure they can prepare to offer any appropriate support to the student.
- 7.5. The college will consider whether any reasonable adjustments need to be made to provide suitable access to the college and the curriculum for the student.
- 7.6. 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.
- 7.7. The college 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.
- 7.8. 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.
 - 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.
- 7.9. The college will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period.
- 7.10. Following reintegration, the college will support the LA in seeking feedback from the student regarding the effectiveness of the process.

8. Information sharing

- 8.1. It is essential that all information about students with health needs is kept up-to-date.
- 8.2. To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the student and their parent in advance of being used.
- 8.3. 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 the staff handbook as well as individual medical plans.
- 8.4. Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the college will:
 - Ensure this policy and other relevant policies are easily available and accessible.
 - Provide the student 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 students with health needs.
- 8.5. When a student is discharged from hospital or is returning from other education provision, the college will ensure the appropriate information is received to allow for a smooth return to the college. Attendance and Safeguarding Officer/Attendance Student Support Officer will liaise with the hospital or other tuition service as appropriate.

9. Record keeping

- 9.1. Written records will be kept of all medicines administered to students
- 9.2. Proper record keeping protects both staff and students and provides evidence that agreed procedures have been followed.
- 9.3. All records will be maintained in line with the Information Security Policy.

10. Training

- 10.1. Staff will be trained in a timely manner to assist with a student's return to college.
- 10.2. Once a student's return date has been confirmed, staff will be provided with relevant training before the student's anticipated return.
- 10.3. Healthcare professionals should be involved in identifying and agreeing with the college the type and level of training required.
- 10.4. Training will be sufficient to ensure staff are confident in their ability to support students with additional health needs.
- 10.5. Parents of students with additional health needs may provide specific advice but will not be the sole trainer of staff.

11. Examinations and assessments

- 11.1. Attendance and Safeguarding Officer/Attendance Student Support Officer will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- 11.2. Relevant assessment information will be provided to the alternative provision provider if required.
- 11.3. 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 college, or LA if more appropriate, as early as possible.

12. Monitoring and review

- 12.1. This policy will be reviewed by the Attendance and Safeguarding Officer on an annual basis.
- 12.2. Any changes to the policy will be clearly communicated to all members of staff involved in supporting students with additional health needs, and to parents and students themselves.
- 12.3. The next scheduled review date for this policy is December 2021.

Supporting Attendance of Students with Additional Health Needs During the Coronavirus (COVID-19) Pandemic

Statement of intent

At High Tunstall College of Science, we understand that the pandemic is a worrying time for students with medical conditions and additional health needs, and we aim to do all that we can to support these students and their families to engage in education during this turbulent time.

The information in this appendix is under constant review in line with government guidance and will be updated if any new information is released.

1. Legal framework

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

- Coronavirus Act 2020
- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'
- DfE (2021) 'SEND and specialist settings – additional operational guidance: coronavirus (COVID-19)'

2. Roles and responsibilities

The Governing Body will:

- Ensure that there are procedures and arrangements in place to minimise the impact of the pandemic on students with additional health needs that may limit their ability to attend college.

The Headteacher will:

- Ensure that there are effective communication channels in place between the college and students with additional health needs, and their parents, during the pandemic.
- Facilitate effective conversation with relevant healthcare professionals and any other relevant services to ensure that students remain supported during the pandemic.

3. Managing attendance

As under normal circumstances, the college will be sensitive and understanding in its approach to managing attendance of students whose health needs limit their ability to attend college, whether due to temporary illness or injury or a long-term condition.

The college will liaise with the parents of these students regarding their expected attendance at college, and will remain cognisant of where these students are receiving education, e.g. through remote learning or from the LA, at all times.

The college will record student attendance and absence as normal, unless they are absent for reasons related to coronavirus, in which case absences will be recorded using Code 'X'.

The college will conduct an individual risk assessment for students with additional health needs to identify and mitigate potential risks to the students' safety if they attend college during the pandemic – this risk assessment will assess their vulnerability to infection, as well as whether the college will be able to continue to meet provisions laid out in the student's IHP, where relevant, under organisational challenges presented by the pandemic.

The college will work to implement any control measures illuminated within this risk assessment that will help students to safely attend college and will maintain regular communication with parents to ensure that concerns surrounding their child's safety are considered.

Where, upon completion of this risk assessment, the college cannot guarantee a student's safety with regard to coronavirus or cannot guarantee that certain provisions in their IHP that are pivotal to their ability to attend college safely can be consistently met, the college will not expect the student to attend.

Where a student cannot attend college following a risk assessment, the college will work with their parents and the LA to ensure that a plan for the student's engagement in education is in place.

4. Remote education

Where a student cannot attend college on site due to their health needs, the student will be provided with remote education from the first day of their absence, provided they are well enough and not receiving education elsewhere, e.g. an alternative provision setting or the LA.

Where a student is seriously unwell, has been absent for a long period of time, or has been admitted to hospital, the college will work with the LA to identify the remote learning provision that can be offered to the student in line with any existing PEP or hospital tuition in place.

Where a student is attending temporary alternative provision, e.g. a hospital school for the duration of hospital admission, the college will liaise with parents, the alternative provider and the LA to determine whether the student's educational, medical and social needs would be best met by participating in remote education alongside their peers.

Where a student is to engage in remote education, the college will work with all relevant parties, including the student, their parents, the LA, relevant healthcare specialists, and any alternative provision settings the student attends, to work out a plan for engaging in remote education during the pandemic that is tailored specifically to the student's needs.

Where a student who cannot attend college due to their additional health needs cannot access remote education, the college will work with the LA to ensure that they have the appropriate technology and support to access remote education, e.g. by providing them with a laptop.

The appointed named member of staff will work with students, where necessary, to establish whether they need any additional help, support or equipment to engage in their education effectively.

The college will work with students and their parents to set reasonable goals and expectations, tailored to their individual health needs, for virtual attendance and engagement with remote learning.

5. Support for students

The college will recognise that students who are absent from college due to their health needs may feel increased levels of isolation during the pandemic due to government restrictions inhibiting their ability to socialise or receive visitors.

The college will, thus, ensure that these students are offered pastoral and wellbeing support where appropriate.

The college will liaise with the parents of an absent student to determine an appropriate and non-intrusive schedule of contact between the student and the college, including with the named member of staff and the student's peers.

The college will ensure that absent students are aware of the support available to them regarding their mental health, wellbeing and educational needs, and how to access that support during the pandemic.

The college will use all reasonable endeavours to maintain the full provisions outlined in IHPs or other support plans, particularly if these provisions are vital to students' ability to attend college and will inform the students and their parents in advance if certain provisions cannot be met under the current circumstances.

The Headteacher, working with relevant parties including students, parents and the LA, where appropriate, to facilitate eventual reintegration into the college community for students who are absent during the pandemic.

6. Examinations and assessments

In line with government guidance, Summer exams will not go ahead as normal in the 2020/2021 academic year and will be replaced with teacher assessment.

The Headteacher will ensure they are up-to-date with the latest guidance released regarding Summer 2021 examinations, and will consider students with additional health needs when formulating plans for the college's exam provision.

Students will be supported in preparing for any examinations by their named member of staff, who will maintain communication with them even when they are not attending college to ensure their readiness for completing their qualifications.

7. Shielding

Where a student with additional health needs is classified as clinically extremely vulnerable (CEV), the college will support the student to resume shielding, where advised by a clinician or national health advice. The college will work with the parents of the student and the LA, where appropriate, to engage the student in remote education.

Where a CEV student is advised to attend college, either by a clinician or because shielding recommendations have been paused, the college expects them to do so.

In this case, the college discusses with the student, their parents and the LA how the student's educational needs will be best met when attending college on site.

The Headteacher ensures that they are always aware of whether students with additional health needs are expected to be attending college during the pandemic and maintains communication with these students and their parents to ensure they accurately record each student's attendance.

8. Monitoring and review

The Attendance and Safeguarding Officer is responsible for continually monitoring local advice and updating this appendix in line with any changes to government guidance.

Any changes to this appendix will be communicated to the relevant students, staff and parents.