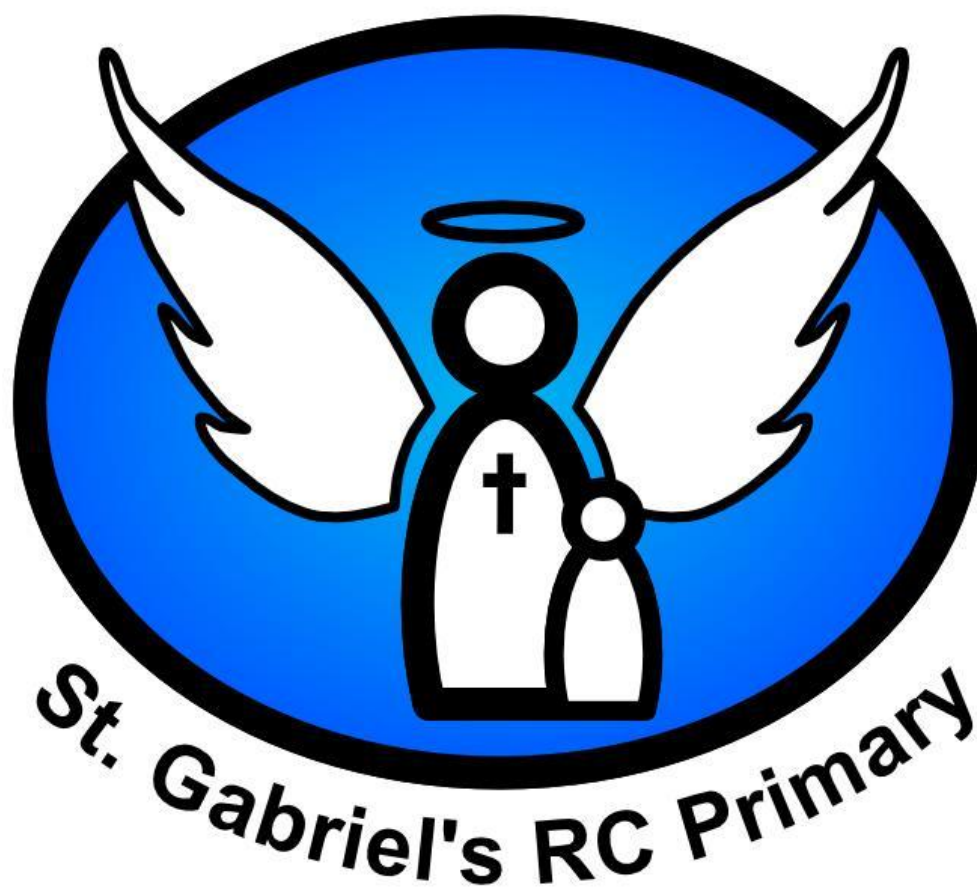




Pupils with Additional Health Needs Attendance Policy

*Updated: January 2026
Review: January 2027*

STATEMENT OF INTENT

St Gabriel's RC Primary School is committed to working in partnership with the Local Authority (LA) to ensure that all pupils who are unable to attend school due to medical needs, and who would not otherwise receive suitable education, continue to have access to education appropriate to their health condition. This support will enable pupils to maintain their learning and achieve their full potential.

Due to the nature of their medical needs, some pupils may be admitted to hospital or require alternative forms of education provision. The school recognises that, wherever possible, pupils should be educated within their own school environment. Where this is not possible, the aim of any alternative provision will be to support pupils and facilitate their successful reintegration into school as soon as they are medically able to do so.

We understand that we have a continuing role in all pupils' 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 their education.

LEGAL FRAMEWORK

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

- Education Act 1996
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018

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

- 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*

This policy should be read alongside the following school policies:

- Attendance Policy
- Child Protection and Safeguarding Policy
- GDPR/Data Protection Policy
- Medical Conditions Policy
- SEND Policy

DUTIES

In partnership with the LA and Education Welfare, the school has a duty to arrange suitable full-time education for pupils of compulsory school age who are unable to attend school due to illness and who would not otherwise receive suitable education.

In fulfilling this duty, the school will:

- Arrange suitable education as soon as it is clear that a pupil will be absent for 15 school days or more, whether consecutively or cumulatively.
- Liaise with medical professionals to minimise any delay in arranging appropriate provision.
- Ensure education provided is of good quality, supports progress, enables access to appropriate qualifications where relevant, and facilitates successful reintegration.
- Ensure provision is tailored to the individual needs of each pupil.
- Appoint a named member of staff responsible for pupils with additional health needs and ensure parents are aware of who this is.
- Maintain a written, publicly accessible policy outlining arrangements for pupils with medical needs.
- Regularly review provision to ensure it remains suitable and effective.

DEFINITIONS

Pupils who are unable to attend school due to medical needs may include those with:

- Physical health conditions or injuries
- Mental health needs, including anxiety
- Emotional difficulties or school refusal
- Progressive or chronic illnesses
- Terminal illness

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 pupils on occasions where pupils 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

ROLES AND RESPONSIBILITIES

The Governing Board:

- Ensuring effective arrangements are in place for pupils unable to attend school due to medical needs.
- Reviewing these arrangements at least termly.

- Ensuring roles and responsibilities are clearly defined and understood.
- Ensuring robust systems are in place for health emergencies and critical incidents.
- Ensuring staff receive appropriate training.
- Approving and reviewing this policy annually.

The Headteacher:

- Ensuring statutory duties are met.
- Working collaboratively with parents and professionals.
- Ensuring arrangements are clearly communicated and implemented.
- Appointing a named member of staff (usually the Pastoral Manager and/or SENDCo).
- Ensuring provision meets individual pupil needs.
- Arranging appropriate staff training.
- Ensuring staff receive relevant information regarding pupils' medical needs.
- Reporting annually to governors on effectiveness.
- Notifying the LA when a pupil is likely to be absent for a significant period.

The Pastoral Manager and SENDCo:

- Supporting pupils unable to attend school due to health needs.
- Monitoring progress and reintegration.
- Sharing relevant information with education providers.
- Coordinating programmes of study during absence.
- Maintaining communication with pupils and families.
- Acting as a link between the school, parents and the LA.

Teachers and support staff:

- Maintaining confidentiality.
- Adapting learning to support pupils with health needs.
- Attending required training.
- Being aware of pupils' needs and emergency procedures.
- Keeping parents informed of concerns.

Parents:

- Support regular and punctual attendance where possible.
- Inform the school promptly of absences.
- Provide up-to-date medical information.
- Work in partnership with the school.
- Attend review and planning meetings.

MANAGING ABSENCE

Parents should contact the school on the first day of absence due to illness.

Absences will be authorised unless there is cause for concern. The Pastoral Manager will liaise with Education Welfare and other professionals where necessary.

For absences under 15 school days, the school will provide appropriate work or part-time arrangements where possible.

For absences of 15 school days or more, Education Welfare will be notified to support alternative education provision.

Where absences are anticipated or known in advance, the school will liaise with Education Welfare 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 Education Welfare regarding the programme that should be followed while the pupil is in hospital.

The alternative education provider will set up a PEP (Personal Education Plan) for the pupil which will allow the school, Education Welfare 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 medically certified 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 medical certification, even if the Local Authority has become responsible for the pupil's education.

EMOTIONAL BASED NON-ATTENDANCE

The school follows the *Rochdale Borough Council Emotionally Based Non-Attendance (EBNA) Guidance for schools* which supports children who have severe difficulty in attending school due to emotional factors (such as anxiety or depression), often resulting in prolonged absences from school. The Pastoral Manager and school staff will initially meet with the child and parents to create an attendance support plan with individualised support. This is followed up with a review meeting and, if further support is needed, then a referral will be made to the Education Welfare Service.

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 Education Welfare, relevant medical professionals, parents and, where appropriate, the pupil.

The Local Authority expects schools to support pupils with additional health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence confirms the need for those adjustments.

Pupils 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 Local Authority to ensure the pupil can successfully remain in touch with their school using the following methods:

- School newsletters
- Seesaw
- 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:

- Adapted timetables
- Online learning from home
- Environmental adjustments
- Places to rest at school
- Special exam arrangements to manage anxiety or fatigue

REINTEGRATION

A reintegration plan will be developed where necessary, in consultation with parents, pupils and professionals

The reintegration plan will include:

- The date for planned reintegration.
- Details of the named member of staff supporting the pupil.
- Clearly stated responsibilities and rights of 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 and meetings.

INFORMATION SHARING

Information will be shared appropriately and lawfully, with parental consent. Staff will have access to relevant health information where required.

RECORD KEEPING

Accurate records will be maintained for medicines administered and support provided, in line with the Medical Conditions Policy.

TRAINING

Training will be identified in consultation with healthcare professionals and provided in a timely manner. Parents may contribute advice but will not be the sole trainers.

EXAMINATIONS AND ASSESSMENTS

The school will liaise with alternative provision providers and awarding bodies to ensure appropriate access arrangements are in place.

MONITORING AND REVIEW

This policy will be reviewed annually by the Governing Board. Any changes will be communicated clearly to staff, parents and pupils.