

Pupil Absence on Medical Grounds

Date	Review Date	Coordinator
October 2019	October 2020	Danie Baillieu

We believe this policy relates to the following legislation:

- Health and Safety at Work, etc Act 1974
- Public Health (Control of Diseases) Act 1984
- Public Health (Infectious Diseases) Act 1988
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014
- Special Educational Needs and Disability Regulations 2015

The following documentation is also related to this policy:

- Ensuring a Good Education for Children who Cannot Attend School Because of Health Needs: Statutory Guidance for Local Authorities (DfE)
- Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England, (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a duty to provide educational support for pupils who are absent from school on medical grounds in order for them to maintain sufficient progress in their education. As far as their medical condition allows the education support programme may be full or part-time.

We will work in close association with the local authority education welfare office, the home education services or the hospital teaching service to ensure that pupils who are unable to attend school due to their medical conditions, receive an educational support programme that matches their capabilities.

Frith Manor School

We believe it essential that during this period of absence that we maintain an excellent relationship between home and school so that pupils and parents are kept in contact and up to date with school events so that they continue to feel a part of school life.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide and maintain an educational programme for pupils who are absent from school on medical grounds.
- To work in close association with the local authority and other agencies to ensure pupils who are absent from school on medical grounds receive a more than adequate education support programme.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Pastoral Care;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;

Frith Manor School

- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure parents are aware that if their child cannot attend school because of illness or injury then the school and the local authority will provide support to make sure their education does not suffer;
- ensure
- in the event that a child cannot attend because of illness or injury will:
 - inform the local authority that the child will be absent from school for more than 15 days;
 - inform the local authority of the child's needs and capabilities who will consider home teaching, a hospital school or teaching service or a combination of home and hospital teaching;
 - ensure the child continues to get a full-time education unless part time is better for their his/her health needs;
 - keep the child informed of school events;
 - encourage them to stay in contact with their friends.
- help a child reintegrate back into school on their return;
- establish and maintain a close working partnership with parents;
- ensure parents are kept up to date with their child's educational programme;
- ensure that all agencies work together to ensure that pupils absent on medical grounds receive the relevant support and the appropriate education programme that is broad, balanced and relevant;
- ensure that pupils absent on medical grounds have access to public examinations;
- ensure pupils and parents are kept in contact and up to date with school events;
- work closely with the School Council;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

Frith Manor School

- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- act as the named person dealing with pupils absent from school on medical grounds;
- inform the local authority and the EWO of any child absent from school for more than 15 days on medical grounds;
- liaise with parents;
- devise a personal education plan for pupils who are hospitalized or at home for more than 15 days;
- liaise with and inform the education provider of the pupil's capabilities and educational progress;
- monitor pupil progress;
- arrange with exam awarding bodies for pupils absent on medical grounds to sit public examinations as external candidates;
- keep pupils informed of what is happening at school;
- ensure that pupils returning after a long period of absence are successfully reintegrated back into school life;
- ensure the Safeguarding and Child Protection policy protects all pupils from physical, intellectual, moral, emotional harm;
- line manage a group of special trained school-based counsellors;
- ensure the counsellors receive regular continuing professional accredited training;
- assist in establishing and maintaining good communication between school, parents/carers and external agencies;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- assist in providing educational support programmes;
- monitor and evaluate the effectiveness of educational support programmes;
- monitor pupil progress;
- assist in the reintegration of pupils back into school life;
- maintain contact with absent pupils;
- implement the school's equalities policy and schemes;

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- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school if their child has medical needs which prevents the child from attending school longer than 15 days;
- be made aware that if their child cannot attend school because of illness or injury the school and the local authority must provide support to make sure that the child's education does not suffer;
- work in partnership with the school, the local authority and other support agencies;
- be involved in devising their child's educational support programme;
- keep the school informed of the medical progress of their child;
- maintain contact with their child's peers;
- comply with this policy for the benefit of their children
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Supporting Pupils with Long-Term Medical Conditions
 - Pastoral Care
 - Special Educational Needs & Disabilities
 - Safeguarding and Child Protection
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Health and Safety at Work
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Health and Safety at Work
- Pastoral Care
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Safeguarding and Child Protection
- Special Educational Needs & Disabilities
- Supporting Pupils with Long-Term Medical Conditions

Frith Manor School

Headteacher:	Leigh Carmichael	Date:	October 2019
Chair of Governing Body:	Wendy Kravetz	Date:	October 2019