Leverton Church of England Academy

Pupils with Additional Health Needs Attendance Policy

October 2026

Policy:	Pupils with Additional Health Needs Attendance Policy
Approved by:	LGB
Date:	October 2026
Review cycle:	Two yearly or as required

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
1	December 2023	RL	New policy
2	October 2026	RL	Updated statutory references Included 2026 attendance notification requirements Strengthened SEND, mental health & reasonable adjustments sections Clarified part-time timetable arrangements

Statement of intent

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
- The UK GDPR
- Data Protection Act 2018
- DfE (2026) 'Keeping children safe in education 2026'
- DfE (2013) 'Arranging Education for Children who Cannot Attend School Because of Health Needs' (updated December 2023)
- DfE (2014) 'Supporting Pupils at School with Medical Conditions' (updated August 2017)
- DfE (2026) 'Working Together to Improve School Attendance'

This policy operates in conjunction with the following school policies:

- Attendance Policy
- Child Protection and Safeguarding Policy
- Children Missing from Education Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

LA duties

For the purpose of this policy, the LA's duties when pupils are unable to attend school due to health needs are outlined below. These duties have been included as to differentiate the responsibilities that lie with the school and those that will be carried out by the LA. The school is not responsible for ensuring the LA meets it requirements – the school's responsibilities are outlined in the 'Roles and Responsibilities' section of this policy.

The LA will be responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school will fulfil its duty to effectively collaborate and communicate with the LA as required.

In line with statutory guidance 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.
- Liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.

- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully 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.
- Have clear policies on the provision of education for children and young people under and over compulsory school age.
- Maintain good links with the schools in its area and put systems in place to promote co-operation between them when children cannot attend due to ill health.

To comply with statutory guidance, 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 school 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 with health needs' are children of compulsory school age who are unable to attend school as a result of their medical needs. These medical needs include;

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

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.

For the purpose of this policy, **'School-based support'** in relation to supporting pupils with additional health needs may include:

- Day to day support offered at school where the pupil is able to attend as normal.
- Support given to pupils who are absent from school because of illness for a period of less than 15 school days, whether consecutive or cumulative.
- Any educational or extra-curricular provision as requested by the LA as part of its arrangements for pupils who cannot attend full-time e.g. where the pupil attends school part-time as an arranged part of their full-time education.
- As part of their reintegration into normal school attendance following a period of absence or part-time attendance due to health needs.

'LA arranged education', for the purpose of this policy, is defined as education provision arranged by the LA where the pupil cannot attend school full-time due to medical reasons for a period of 15 school days or more, whether consecutive or cumulative.

Roles and responsibilities

The Governing Body will be responsible for:

- Ensuring there is a schedule of regular updates on the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in any school-based arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents where a pupil with health needs is able to, or partially able to, attend school and/or extra-curricular activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Approving and reviewing this policy on a regular basis.

The Headteacher will be responsible for:

- Working with the governing body to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with the LA, parents and other professionals to develop any school-based arrangements to meet the needs of pupils.
- Ensuring any school-based arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.

- Ensuring any school-based support put in place focusses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with additional health needs whoa re attending school, or attend school part-time.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing regular reports to the governing body on the effectiveness of any school-based arrangements in place to meet the health needs of pupils.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

The named member of staff is the school SENCO. They are responsible for:

- The management of any pupils registered at the school whoa re unable to fully attend school because of their health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, and the LA where necessary.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil'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 school.

Parents are expected to:

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

- Provide the school 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

Parents are advised to contact the school on the first day their child is unable to attend due to illness.

Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.

All unexplained, prolonged absences relating to health needs will be considered within the school's wider safeguarding framework. Staff will remain alert to indicators of abuse, neglect, exploitation, mental health concerns, unmet SEND needs or other vulnerabilities which may present through non-attendance.

The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. 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.

The school will notify the local authority as soon as possible where a pupil of compulsory school age has been absent due to illness and there are reasonable grounds to believe they will miss 15 consecutive school days or 15 days cumulatively within an academic year because of their health needs.

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 hospital regarding the programme that should be followed while the pupil is in hospital.

The School will set up a personal education plan (PEP) for the pupil which will allow the school 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 otherwise 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 certified by a medical professional 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 certification from a medical professional, even if the LA has become responsible for the pupil's education.

Staff will be alert to the fact that missing education can put pupils at risk of harm and may be an indicator of a safeguarding issue. Concerns will be handled in line with the Child Protection and Safeguarding Policy and Missing from Education Policy. Staff will also be particularly alert to the potential need for early help for pupils with additional health needs.

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 the LA, relevant medical professionals, parents and, where appropriate, the pupil.

The LA expects the school to support pupils with 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 supports the need for those adjustments.

The school will actively consider its duties under the Equality Act 2010 and will make reasonable adjustments to remove barriers to education for disabled pupils or those with long-term medical conditions. Adjustments will be reviewed regularly with pupils and parents/carers.

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 ensure the pupil can successfully remain in touch with their school using the following methods:

- School newsletters
- Emails
- 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:

- A personalised or part-time timetable, drafted in consultation with the named staff member
- Access to additional support in school
- Online access to the curriculum from home
- Movement of lessons to more accessible rooms
- Places to rest at school
- Special exam arrangements to manage anxiety or fatigue

Where emotional wellbeing, anxiety, mental health needs or special educational needs are impacting attendance, the school will work collaboratively with families, health professionals and external agencies to identify barriers and implement reasonable adjustments and support strategies before considering alternative arrangements.

Reintegration

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the parent. Wherever appropriate, the views, wishes and feeling of the child will be sought and taken into account when planning educational provision, support arrangements and reintegration plans.

The school will work with the parents/LA when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.

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

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.

The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.

For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.

The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

Any part-time timetable will be implemented only as a short-term measure, with clear intended outcomes, review dates and a planned return to full-time education wherever possible. Parents, pupils and relevant professionals will be involved in reviews.

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 pupil.
- 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.

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

Information sharing

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

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used, in accordance with the Confidentiality Policy.

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.

Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:

- Ensure this policy and other relevant policies are easily available and accessible.
- Provide the pupil 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 pupils with health needs.

When a pupil is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

Record keeping

In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils

Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.

Training

Staff will be trained in a timely manner to assist with a pupil's return to school.

Once a pupil's return date has been confirmed, staff will be provided with relevant training before the pupil's anticipated return.

Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.

Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.

Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

Examinations and assessments

Staff will follow procedures set out in the exams guidance and apply for access arrangements or reasonable adjustments before an exam to ensure pupils with additional health needs are not put at a disadvantage, where applicable.

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 pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible.

Monitoring and review

This policy will be reviewed by the governing body in line with any changes or updates.

Any changes to the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.