

## Roberttown CE (c) J&I School

### Medical Absence Policy

Continuing access to educational provision for pupils who are unable to attend school as a result of illness.

In line with our aims as a church school we promote regular and punctual attendance for all pupils to help them fulfil their potential. However, for some pupils there may be times when they require additional support to meet their needs due to prolonged absence or illness. In circumstances such as these the school will support the education of the child to the best of our ability.

At all times a pupil on the school roll will remain the responsibility of this school.

**Mrs Wood** is the school's designated Medical Absence Coordinator and is responsible for pupils' educational needs during their absence.

When a child returns to school after a prolonged absence the classteacher is responsible for meeting their needs and providing additional support to catch up on work that has been missed; this may be through extra targeted support in class, additional homework, a 'catch up' group or one to one support as appropriate.

- At all times this school will strive to work in partnership with the parents/carers of sick pupils to minimise risk of underachieving.
- School will maintain close links with ETHOS and other agencies to support pupils and their families.
- School may seek support from The ETHOS service based at the KESS Centre and ETHOS staff may assist school in facilitating a pupil's reintegration into classes as soon as is appropriate.

ETHOS staff support school, working with pupils who are temporarily unable to attend classes on a full-time basis. These pupils may be:

- a. Children who a medical practitioner has indicated as being too ill to attend school for more than 15 days, or who have a condition, which leads to a recurrent absence from school that becomes significant in the longer term.
- b. Anxious non-attenders who have been identified through medical assessment and the Anxious Non-attenders Panel.
- c. Pregnant schoolgirls/mothers.

### ***Referral to the ETHOS***

School referral to ETHOS is possible when supported by at least one other agency which may include:

Education Access Service	Special Educational Needs Administration
Educational Psychology Service	EBD Service
Hospital Consultant	Senior Schools Medical Officers
Social Services	Parent Partnership Service
Representatives from other appropriate agencies	

### **Action required to initiate referral**

If a school is concerned about a pupil:

1. with potentially long-term sickness or recurrent bouts of chronic sickness leading to extensive periods of absence
2. who is pregnant and will consequently have an interrupted education pre- and post-delivery

then the school should a referral using the Single Point of Referral Process.

- Or
3. who is refusing to attend and the school can demonstrate that it has taken all possible steps to address or respond to the situation but without success

then the school should refer the pupil to the Anxious Non-Attenders Panel.

After receiving medical advice, the school Medical Absence Coordinator may initiate a Common Assessment Framework (CAF) in order to determine the support needed for the child and possibly the family.

Referral by other agencies who are concerned about the welfare of a particular pupil may be made in the first instance to school. Outcomes of the CAF may lead to a referral to the ETHOS service. In such circumstances another meeting should take place and using medical advice the meeting should decide:

- The details of tuition and, forecast the approximate period of absence.
- An integrated support and reintegration programme for the pupil.
- Date and time of the next review meeting

Contributions from other agencies will be given consideration.

School retains funding for the pupil and will remain responsible for:

- Ensuring half-termly comprehensive work plans are available.
- The loan of resource materials, where possible.

- Examination entry fees.
- Making arrangements for SATs to be taken, assessment of coursework, career interviews, work experience placements and informing all other agencies of any alterations to the agreed plan of action.
- Reintegrating the child after a period of prolonged absence, including liaising with parents/carers and appointing class 'buddies' (who have been sensitively chosen and who are aware of the responsibility of the task) .

**School will retain overall responsibility for providing access to learning.**

The ETHOS Service in supporting a pupil becomes responsible for:

- Delivering the agreed educational and reintegration programmes.
- Sending progress and achievement reports and attendance records to the MAC.
- Working with the mainstream school's ESW to ensure good attendance whilst on tuition.
- Attending review meetings.

Withdrawal of tuition may occur if a pupil fails to attend, or does not make themselves available for tuition on a regular basis, with insufficient cause. In such a case tuition may cease until a further meeting is convened to establish a way forward. Tuition may also be withdrawn if the child ceases to follow prescribed therapeutic programmes that are part of a rehabilitation and reintegration package.

At all times the needs of the child should be at the centre of the provision.

This policy will be reviewed as part of the rolling programme of policy review.