



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Attendance Policy

including children with health needs who cannot attend school

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1. Introduction

Regular attendance at school is an essential element in ensuring that each child has full access to their learning entitlement. In addition, the Headteacher and governors believe that it is important for children to arrive at school on time in order to ensure they start the day calmly, as part of the class, and that they avoid disrupting the learning of others. Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96%. Attendance is an element of school performance monitored by Ofsted in their inspection of the school.

We ask all families to ensure that their children come to school each day on time, properly attired and in a condition to learn, provided that they are fit and healthy. The Governing Body and Headteacher have legal duties regarding registration and attendance, contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5);
- The Education (Pupil Registration) (England) Regulations 2006, 2010, 2011 and 2013
- Children and Young Persons Act 1963
- Equality Act 2010
- The UK General Data Protection Regulation (GDPR) and Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting children at school with medical conditions'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Arranging education for children who cannot attend school because of health needs'
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'

This policy operates in conjunction with a range of school policies, including:

- Alma Safeguarding Policy
- Alma Children Missing Education Policy
- Alma Data Protection Policy
- Alma SEND Policy
- Alma Policy on Health, Medicines and Supporting Children with Medical Conditions

Under these regulations the governing body are responsible for ensuring that the school keeps an attendance register that records which children are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence is authorised or unauthorised.

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, school staff put in place appropriate procedures to encourage good attendance, including striving to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who are prevented from coming to school, due to medical issues or other complications.

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Section 1: Attendance

2. Registration

School registers are legal documents and every care must be taken to ensure that they are filled in accurately and correctly. Alma Primary registers are completed electronically on the school's MIS (Arbor), by each class teacher in the morning and afternoon. Registration is an integral part of the school day and all children need to be present in their classrooms at the start of the school day in order to be marked present.

The organisation of registration at Alma Primary:

- Registration is at 8:40am. Children arriving after this time must be signed in by a parent or carer at the school office.
- The register will remain open from 8:40am to 9:00am.
- Children arriving after the start time for school, but while the register is still open, can be marked as 'late' but present for the session.
- Children arriving after the register has closed are marked as absent. This can be authorised if a satisfactory reason is given, or left unauthorised.
- After gam in the morning and 1:15pm in the afternoon the admin staff print a fire list for the day.

3. Planned absence

If a parent/carer wishes to take a child out of school, i.e. because the child has a medical appointment, they must complete the school's absence online request form – if parents/carers do not have internet access then they should ask the school admin team for a paper copy of this form.

The school will provide support to children who are absent from school because of illness for a period of less than 15 school days by liaising with the child's parents/carers to arrange schoolwork, as soon as the child 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 child, their parents/carers and relevant members of staff.

For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the school will act in accordance with section two of this policy, below.

We believe that there are legitimate reasons for a child to miss school, for example, a special event and for these we expect parents/carers to contact the school at least two weeks in advance using the online absence request form, and the Headteacher will consider these applications on an individual basis. Applications will be considered on an individual basis and the Headteacher will also consider, when making the decision, the level of attendance the child has achieved and the rate of academic progress made.

In some cases it may be appropriate for the class teacher to supply learning materials for the child during the absence.

4. Authorised Absences

An absence is classified as authorised when a child has been away from school for a legitimate reason, the school has received notification from a parent/carer and has agreed to classify the absence as authorised.

Only the school can make an absence authorised and under the DfE guidance and the Headteacher will only grant a pupil a leave of absence in exceptional circumstances. Parents/carers do not have the authority to authorise an absence, consequently not all absences supported by parents/carers will be classified as authorised.

Requests for absence will be handled by the Headteacher: the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the child/ren and the impact on their education into account. The Headteacher's decision is not subject to appeal.

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In order to have requests for a leave of absence considered, parents must contact the Headteacher, in writing, at least two weeks prior to the proposed start date of the leave of absence, using the school's online absence request form, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the child's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

In general, absences for holidays during term times, or absences to participate in life cycle events including weddings will not be authorised, unless they meet the criteria of being exceptional circumstances. If term-time leave is not granted, taking a child out of school will be recorded as an unauthorised absence and may result in sanctions, such as a fixed penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents/carers are expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment and cannot remove the child for a full day in order to attend a medical appointment which only takes a portion of the day.

Where a child has a medical appointment, the school is unable to authorise an absence for a sibling to go with to the appointment, so any siblings absent from school will be considered unauthorised, except in exceptional circumstances.

Performances and activities, including paid work

The school will ensure that all parents/carers of children engaging in performances or activities which require them to be absent from school, whether they receive payment or not, understand that they will be required to obtain permission from the headteacher and a licence from the Local Authority which authorises the absence(s).

Additional arrangements will be made by the school for children engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the child.

The child will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the child would be required to attend a school. This requirement will be met by ensuring a child receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the child would be required to attend school; and
- For not more than five hours on any such day.

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Where a licence has been granted by the school and supported by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 95 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents/carers will be expected to request absence for religious observance at least two weeks advance using the online absence request form.

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the child's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

5. Penalty Notices and Legal Intervention for Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent/carer, therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent/carer.

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the headteacher will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the family to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice, or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance, as set by the local authority. Penalty notices for unauthorised absences are currently set at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort. Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to

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consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

6. Signing In and Out

Parents/carers who collect a child early, or bring them in late (e.g. for a medical appointment) need to sign them in or out at the school office.

7. Unplanned absence

If a child is unexpectedly going to be absent due to sickness, a parent/carer is asked to email or call the school office on the morning of the absence to explain the situation.

When a child is absent unexpectedly, the class teacher will record the absence in the register. Once registration is closed, the school office will complete the electronic register with the relevant information provided via the parent/carer has contacted the school office and authorise the absence where appropriate. Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.

The school is not required to authorise illness related absence. In situations where the school considers that the child could be well enough to attend, parents/carers will be asked to bring the child to school, including in matters relating to mental health and anxiety. Any subsequent absence in this situation will be considered unauthorised.

If no explanation has been given regarding a child's unexpected absence, the school office will endeavour to contact a parent/carer as soon as possible that morning, in order to ascertain the reason for the absence.

If parents/carers develop a persistent pattern of not informing the office of children's unexpected absence, this will be a cause for concern.

Section two addresses issues relating to children with medical needs who are unable to attend school.

8. Repeated Unauthorised Absences

The school will contact the parent/carer of any child who has an unauthorised absence to determine the reason for the absence. If a child has a repeated number of unauthorised absences the parent/carer will be asked to visit the school to discuss the situation. Alma Primary will ensure the parent/carer understands the consequences of failing to ensure their child's regular attendance and, where possible and appropriate, will put in place supportive measures.

Class teachers will be responsible for monitoring attendance in their class. If there is concern about a child's absence, they will notify the school office. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parent/carer.

9. Reporting attendance

Children's overall attendance (%), unauthorised absences from school (%), and number of times late to school will be reported to parents/carers on their child's end of year academic report (End of Year Celebration), alongside targets for improvement in punctuality and attendance, where appropriate.

The Headteacher will present attendance data to governors on a termly basis

Section 2: Children with health needs who cannot attend school

10. Long-term absence

When children have an illness that means they will be away from school for 15 or more school days, either in one absence or over the course of a school year, the school will follow this policy to support the child's learning. Where relevant the lead member of staff responsible for long term absence will contact external support services, to put in place further educational support.

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues;
- Physical injuries;
- Mental health problems, including anxiety issues and emotional difficulties;
- Progressive conditions;
- Chronic or terminal illnesses.

Where these have been appropriately diagnosed by a medical professional.

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:** Barnet or the child's Local Authority if not Barnet, may provide home tuition services that act as a communication channel between schools and children on occasions where children are too ill to attend school and are receiving specialist medical treatment;
- **Medical PRUs:** Barnet or the child's Local Authority if not Barnet, may provide education for children unable to attend their registered school due to their medical needs.

11. Roles and responsibilities

The governing board will be responsible for:

- Ensuring arrangements for children who cannot attend school as a result of their medical needs are in place and are effectively implemented;
- Ensuring the school has provision in place for regular review of the arrangements made for children who cannot attend school due to their medical needs;
- Ensuring the school has provision in place so that the roles and responsibilities of those involved in the arrangements to support the needs of children are clear and understood by all;
- Ensuring the school has robust systems in place for dealing with health emergencies and critical incidents, for both on- and off-site activities;
- Ensuring a suitable member of staff is assigned responsibility for the education of children with additional health needs to be a point of contact for the child's Local Authority and parents/carers.
- Ensuring the school has provision in place so that staff with responsibility for supporting children with additional health needs are appropriately trained;
- Approving and reviewing this policy at least every two years.

The headteacher will be responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting children with additional health needs;
- Working collaboratively with parents/carers and other professionals to develop arrangements to meet the best interests of children;
- Ensuring the arrangements put in place to meet children's health needs are fully understood by all those involved and acted upon;

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- Appointing an SENDCo who is the named member of staff responsible for children with additional health needs and who liaises with parents, children, Local Authority staff, key workers and others involved in the child's care;
- Ensuring the support put in place focusses on and meets the needs of individual children;
- Ensuring that appropriate training is arranged for staff with responsibility for supporting children with additional health needs;
- Ensuring that the SENDCo provides teachers who support children with additional health needs with suitable information relating to a child's health condition and the possible effect the condition and/or medication taken has on the child;
- Reporting annually to the governing board on the effectiveness of the arrangements in place to meet the health needs of children;
- Notifying the child's Local Authority staff when a child is likely to be away from the school for a significant period of time due to their health needs;

The Alma SENDCo is the named member of staff responsible for supporting children who are unable to attend school because of their health needs. The SENDCo is responsible for:

- Actively monitoring child progress and reintegration into school;
- Supplying children's education providers with information about children's capabilities, progress and outcomes, where appropriate and agreed with parents/carers;
- Liaising with the headteacher, education providers and parents/carers to determine children's programmes of study whilst they are absent from school;
- Keeping families of relevant children informed about school events and encouraging communication between children who are absent due to medical conditions with their peers;
- Providing a link between children and their parents/carers, and Local Authority staff.

Class teachers and support staff will be responsible for:

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

Parents/carers will be 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.

13. Managing absence due to long term medical needs

For periods of absence that are expected to last for 15 school days or longer, either in one absence or over the course of a school year, the SENDCo (or, in their absence, another member of the leadership team) will notify the school welfare team in the child's Local Authority, who will take responsibility for the child and their education.

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Where absences are anticipated or known in advance, the SENDCo will liaise with appropriate LA staff to enable education provision to be provided from the start of the child's absence.

For hospital admissions, the SENDCo will liaise with appropriate LA staff regarding the programme that should be followed while the child is in hospital.

In conjunction with LA staff, the SENDCo will set up a personal education plan (PEP) for the child which will allow the school, LA and any external provider of the child's education to work together.

The SENDCo will monitor child attendance and mark registers to ensure it is clear whether a child is, or should be, receiving education other than at school.

The school will only remove a child who is unable to attend school because of additional health needs from the school roll where:

- The child has been certified by the school's medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
- Neither the child nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

The school will provide to the child's LA, at agreed intervals, the full name and address of any child who are not attending school regularly, including if this is due to any additional health needs.

A child unable to attend school because of their health needs will not be removed from the school register without parental/carer consent and appropriate medical certification, even if the child's LA has become responsible for the child's education.

14. Support for children

Where a child has a complex or long-term health issue, the school will discuss the child's needs and how these may be best met with LA staff, relevant medical professionals, parents/carers and, where appropriate, the child.

Children with continuing health needs will have an Individual Healthcare Plan (IHP) which is subject to regular review and assessment. Where a child's needs amount to ongoing SEND, an EHC plan may be more appropriate to meet their long-term needs. Where the school has agreed that there is a need for a child to have both an EHC plan and an IHP, the two plans will be reviewed together.

Medical evidence will be used where available to best understand a child's needs and identify the most suitable provision. Where specific medical evidence is not readily available, the school will consider liaising with other medical practitioners and other sources of evidence to ensure appropriate provision can be arranged as soon as possible.

The school will support children with additional health needs to attend full-time education wherever possible, making reasonable adjustments to children's programmes of study, where medical evidence supports the need for those adjustments.

Children 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 child's education to establish and maintain regular communication and effective outcomes. In some cases this will include support for the provision of appropriate work, depending on the capacity of the child.

The use of digital resources will be considered to support learning and complement face-to-face education, where appropriate. Digital resources will be used in accordance with the child's needs.

Whilst a child is away from school, the school will work with families to ensure the child can successfully remain in touch with their school including via:

- School newsletters and emails;
- Invitations to school events;
- Cards or letters from peers and staff

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Where appropriate, the school will provide the child's education provider with relevant information including data on attainment, curriculum materials and resources.

The school will strive to achieve effective collaboration between relevant services to ensure continuity of provision and consistency of curriculum.

Provision for children will support their individual needs to overcome barriers to attainment and achievement, giving equal consideration to their pastoral needs to allow them to prosper in the education system. Consideration will be given to the child's personal, social and emotional needs to allow them to feel fully included in the school community, maintain contacts with classmates and have access to the same opportunities.

To help ensure a child 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/lessons from home;
- Movement of lessons to more accessible rooms;
- Rest period and places to rest at school.
- Special exam arrangements to manage anxiety or fatigue

The school will ensure that children are involved in decision-making as much as possible, in accordance with the child's age and maturity, to help ensure that the right provision is offered and encourage their commitment and engagement.

Alongside the LA, the provision offered to a child will be regularly reviewed by the school to ensure it continues to be appropriate for the child's needs and that suitable education is being provided.

The review process will seek input from:

- The child
- Parents/carers
- Relevant agencies and medical practitioners, where possible.
- The LA SEND team, where the child has an EHC plan.

Where relevant, the school will also take account of the potential impact on any siblings at Alma Primary of a child who is unable to attend school. This may include in class support or support from external professionals, where this is possible. In addition, the school will also take account of the potential impact of a long-term absence on the child's class, providing a safe space for children to understand the absence and to maintain contact.

15. SEND-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In accordance with the SEND Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. Where appropriate the school will secure additional support from external partners to help bolster attendance.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL.

15. Reintegration

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When a child is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with medical advice and Local Authority input.

During a lengthy absence, a reintegration plan will be developed near to the likely date of return to avoid putting unsuitable pressure on an ill child in the early stages of their absence.

The school will work with the family and 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 given support to access the curriculum and materials that they would have used in school. The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the child.

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

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

The reintegration plan will consider:

- The date for planned reintegration, once known;
- Details of regular meetings to discuss reintegration;
- Details of the named member of staff with responsibility for the child (normally the SENDCo);
- 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 encourage children and staff to be positive and proactive during the reintegration period.

16. Information sharing

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

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the child and their parent/carer in advance of being used and updated as necessary.

All teachers, LSAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via internal school communications (normally Teams)

Parents/carers 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 child 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 children with additional health needs.

When a child 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 SENDCo will liaise with the hospital or other tuition service as appropriate.

17. Record keeping and Deletions of Names from the Admission Register

In accordance with school data management procedures, written records will be kept of all medicines administered to children. Proper record keeping will protect both staff and children and provide evidence that agreed procedures have been followed.

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

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The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Training

Where a child returning to school has ongoing care needs, appropriate healthcare professionals will 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 children with additional health needs. Staff will be trained in a timely manner to assist with a child's return to school.

Once a child's return date has been confirmed, staff will be provided with relevant training, normally one week before the child's anticipated return. Parents/carers of children with additional health needs may provide specific advice but will not be the sole trainer of staff.

20. Examinations and assessments

The SENDCo 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 children 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.

Alma Primary Attendance Policy inc Children with Medical Needs

21. Monitoring and Review

It is the responsibility of the governors to monitor overall attendance, and details of attendance and absence levels at Alma Primary are share with the Governing Body on a termly basis. The governing body will examine closely the information provided to them and seek to ensure that attendance is high. The school will keep accurate attendance records on file for a minimum period of three years.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is Summer 2026.

Policy review section – remove from online PDF versions

Policy Development Notes (New – change – for discussion)

Change	Responsible	Date
GB responsibility	MJS	Jan19
Policies update and addition of section 2 for children with medical needs; clarification of FPNs.	VSR & MJS	Jan23
Updating	VSR	Mar 24
Updates to introduction, authorised absences, Addition of sections on illness and healthcare appointments, performances, religious observances, penalty notices inc ESOs clarity about unauthorised illness, SEND-related absences	MJS	May25

Meeting discussion points and resolution

Page/ref	Concern/issue	Resolution	Action inc responsibility