

Policy For Provision For Pupils Absent From College On Medical Grounds.

We recognise that all pupils should have access to as much education as their medical condition allows. A pupil who is unable to attend College because of illness or injury should have his / her educational needs identified and be offered educational support swiftly and effectively. We will work with parents, Health Authorities and the Educational Welfare Officer to ensure early identification of absence on account of health problems.

For absences that are expected to last for 15 days or less, we will liaise with the pupils' parents to provide them with homework as soon as they become able to cope with it. For absences that are expected to last for more than 15 days, the SENCo will ensure that a Personal Education Plan (PEP) is drawn up within five working days to safeguard the pupil's entitlement to receive the same range and quality of educational opportunities as he / she would have done in College. A key person will be nominated to liaise with parents and outside agencies. Guidance from parents will be sought and advice taken on appropriate strategies to promote the pupil's educational welfare. Support will be sought quickly from relevant services such as the Secondary Support Service, Health and Social Services.

The PEP will include a description of the pupil's special circumstances, relevant key dates, outside agencies involved with the pupil and a description of the support they are able to offer, an individual plan for ensuring continuity of education, including the provision of assessment and curriculum plans, arrangements for liaising with parents and home/hospital teachers, including regular review meetings and a re-integration programme. Copies of this plan will be provided to the pupil, their parents and home/hospital teachers. The over-riding aim of every individual plan will be to provide a continuum of high quality education. The College will work closely with parents and external agencies to ensure reasonable and adequate progress is maintained as far as possible, and that the pupil is enabled to rejoin his/ her peers in mainstream College and to work at appropriate levels across the College curriculum when his / her health permits. The nominated key person for the pupil will undertake to liaise with the home or hospital tuition service. The College will supply course outlines and programmes of work to be undertaken by the pupil whilst he / she is away from College, and work returned to College will be assessed. Information and Communication Technology (ICT) will be used wherever possible to aid communication. The College will assist the pupil to prioritise work demands during the period of absence. The College will monitor progress.

Reintegration into College will be prepared for thoroughly. The College will consult with parents and home and / or hospital tutors and the pupil to discuss concerns, medical issues, timing and pace of return. The College will maintain an appropriate, positive relationship with the pupil throughout the period of absence from full-time attendance. A support plan will be drawn up and agreed prior to reintegration, to help the pupil adjust to the rigours and demands of daily College life. Copies of this plan will be provided to the pupil, their parents and home/hospital teachers. Support will be provided to help with social integration and to ensure that any apparent gaps in learning are addressed quickly.

Pupils approaching public examinations will be offered targeted help to complete coursework requirements. Special examination arrangements may be requested and special consideration may be sought, if appropriate. Preparation for transition to Post-16 education will be carefully undertaken, e.g. the Connexions Service may work with the young person to assist them to make a good transition.

Once the pupil has returned to College, the College will work to promote the full physical and mental health of the pupil. Steps that may be taken to achieve this include:

- positive classroom management techniques to promote positive behaviour, social development and self-esteem;
- additional support in class and / or individual support for the pupil;
- additional therapeutic work delivered by health specialists or by College staff under the direction of health specialists;
- counselling;
- support with medication;
- effective links with parents.

The College will monitor its own performance in this area.