



**Sandfield Park School**  
**ALDER CENTRE FOR EDUCATION**  
Sandfield Walk, Liverpool L12 1LH  
Telephone: 0151 228 0324 Option 2  
Sandfield Park Headteacher: Mr. M Hilton  
Head of ACE: Mrs Wendy Henshaw

Dear Headteacher

As a result of consultation with Allison Cain (Attendance Lead) and the Local Authority a revised attendance policy has been agreed with regards to pupils attending ACE.

This ensures safeguarding is covered and attendance is monitored appropriately.

I would also direct you to the document  
'Supporting Pupils at School with Medical Conditions – December 2015'

"Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements."

Liverpool Local Education Authority provides alternative support for pupils who cannot attend school due to their medical illness in the form of ACE which also provides home-tuition if appropriate and the Hospital School at Alder Hey Children's Hospital. This complies with:

**Section 19 of the Education Act 1996** (as amended by Section 3 of the Children, Schools and Families Act 2010) provides a duty on local authorities of maintained schools to arrange suitable education for those who would not receive such education unless such arrangements are made for them. This education must be full-time, or such part-time education as is in a child's best interests because of their health needs.

Schools can make a referral to ACE by initially contacting Wendy Henshaw to discuss the child's needs and availability. For further information please see Alder Centre for Education pages on the website [sandfieldparkschool.com](http://sandfieldparkschool.com)

Please find attached a copy of the home school agreement which is now being signed by all parties for new referrals and existing pupils attending ACE. This also includes the service agreement between ACE and referring schools.

If you have any questions regarding the above please do not hesitate to contact me.

Yours sincerely

Wendy Henshaw  
Head of ACE



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**Attendance Policy for children taught at ACE as confirmed by the Local Authority**

When a child is referred to ACE for education support they remain single registered at their home school. ACE provides the school with a copy of the reduced timetable showing lessons the pupil is expected to attend. The referring school must use the following codes:

- B Pupil attended session at ACE
- C For sessions the Pupil is not expected to attend

ACE will keep a record of attendance as follows:

- / Present
- I Ill
- M Medical appointment
- V Educational Visit
- H Authorised holiday – as instructed by home school
- C Other authorised circumstances – when they have no lesson to attend at ACE
- O Unauthorised circumstances – no legitimate reason for absence/no contact from parent
- G Unauthorised holiday

**Service Agreement between referring school and ACE**

Referring School agrees to:	ACE agrees to:
<ul style="list-style-type: none"> <li>• provide ACE with pupil level data held by the school including academic, health and attendance records</li> <li>• contact ACE daily to confirm pupil attendance</li> <li>• record attendance/absences using the appropriate code.</li> <li>• follow up concerns raised by ACE regarding attendance, e.g. home visit, EWO referral etc..</li> <li>• continue to be responsible for the safeguarding of the pupil</li> <li>• attend review meetings arranged by ACE/Social Services/Health</li> <li>• provide pupil with support at time of re-integration</li> <li>• make referrals to SEN regarding EHCP requests where appropriate</li> <li>• pay the AWPU as requested by the LA</li> </ul>	<ul style="list-style-type: none"> <li>• complete a risk assessment as part of the home school agreement</li> <li>• provide school with an up to date timetable</li> <li>• record attendance using the appropriate attendance code</li> <li>• first day contact for absences</li> <li>• request supporting medical evidence for unauthorised/unexplained absences</li> <li>• inform school of any attendance concerns</li> <li>• ACE DSL will work in partnership with school safeguarding teams and communicate any concerns</li> <li>• keep regular monitoring records for each pupil</li> <li>• provide evidence/reports for referrals to social care, SEN etc..</li> <li>• hold termly review meetings or regular EHAT review meetings as appropriate</li> <li>• attend CIN/CP meetings</li> </ul>

<ul style="list-style-type: none"> <li>• pay examination fees to Sandfield Park School as requested</li> <li>• support pupil in referrals/transfers to other schools as deemed appropriate</li> <li>• carry out safeguarding visits to ACE in line with school policy for those educated off site</li> </ul>	<ul style="list-style-type: none"> <li>• provide attendance certificates and subject reports at all review meetings</li> <li>• provide pupil references for post-16 applications</li> <li>• liaise with health professionals on a regular basis</li> <li>• provide disapplication letters for school</li> <li>• enter pupil for external examinations and invigilate exams both at ACE and at home</li> </ul>
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This forms an agreement between all parties:

**Referring School:**

We confirm that we have received a copy of the child’s timetable and the pupil will be single registered at the main school base. We have read, understand and accept the service agreement with ACE.

Signed: ..... Date: .....

**ACE:**

ACE will provide both parents and the referring school with an agreed timetable and start date. ACE will record attendance and update all parties as and when the timetable is amended. ACE will also contact the referring school if there are any concerns regarding pupil absence.



Signed:

Date: July 2018



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### Home/School Agreement

1. Parents/guardians who collect their children from ACE must report to ACE reception. ACE staff will then hand over care of the pupil to parent/guardian.
2. For pupils who travel by ACE taxi:  
Who receives the child on arrival at home?

.....

What arrangements are made for the pupil on arrival at home?

.....

.....

3. It is the responsibility of the parent/guardian to inform ACE of any change in circumstances to the above arrangement
4. If parent does not contact ACE to inform of absence on more than 2 occasions the taxi contract will be cancelled. Parent must make contact with ACE in order to reinstate taxi or make their own transport arrangements.
5. If on occasion parents require their child to be collected or returned to an alternative address (within Liverpool) then prior notice needs to be given to ACE by the parent. This is to ensure we follow safeguarding procedures.
6. A taxi driver is not allowed to transport a child to a different address unless they have been informed of this by ACE.
7. If this is not convenient for parents they must make their own transport arrangements and the taxi provision will be withdrawn.
8. Parent must contact ACE to inform of absence 1 hour before lesson is due to start. A call by the child or a call to taxi driver is not sufficient.
9. Medical evidence is required for absences without reason and for absences due to general medical conditions.
10. The home school will be informed of all absences.
11. ACE staff will contact parents on first day of absence (within first hour of absence) if no call has been received. If the parent does not answer a message will be left to contact ACE ASAP.
12. If no response is received from the parent the following day, ACE staff will inform the home school/EWO who may carry out a home visit.
13. **A child may be discharged from ACE if there is a lack of engagement/attendance or if behaviours are having a detrimental effect on other pupils and their health.**

ACE Individual Pupil Risk Assessment

Pupil Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Year Group: \_\_\_\_\_

Home School: \_\_\_\_\_

Completed by: \_\_\_\_\_

Completed on: \_\_\_\_\_

**Parent(s)/Carer(s) agreement with Risk Assessment and Home/School agreement:**

**I understand and accept that it is my parental responsibility to keep my child safe during the school day when they are not required to attend lessons either at Ace or at home.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**School agreement:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IDENTIFICATION OF RISK**

Describe the risk	
Is the risk potential or actual?	
Who is affected by the risk?	

**ASSESSMENT OF RISK**

In which situation does the risk usually occur?	
How likely is it that the risk will arise?	
If the risk arises who is likely to be injured/hurt?	
<b>RISK REDUCTION</b>	
Proactive interventions to reduce / prevent risk	
Early interventions to manage risk	
Interventions to respond to adverse outcomes	