



Sandfield Park School

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Liverpool
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Mr M Hilton

Executive Headteacher

BA (Hons); PGCE; NPQH; MEd

Mrs W Henshaw

Head of School: ACE and Hospital Education

BA (Hons) PGCE; NPQH

Mr E Kewley

Head of School: Sandfield

BSC (Hons); PGCE; NPQH

1. Parents/guardians who collect their children from ACE must report to reception. ACE staff will then hand over care of the pupil to parent/guardian.
2. For pupils who travel by bus a travel pass is available
3. Independent Travel Training is available if required
4. For pupils who travel independently parents are responsible for them when the pupil leaves ACE premises:
Who receives the child on arrival at home?
5. For exceptional circumstances parents can apply for Home to School Transport
6. Parents must contact ACE to inform of absence 1 hour before lesson is due to start.
7. Medical evidence is required for absences without reason and for absences due to general medical conditions.
8. The home school will be informed of all absences.
9. 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.
10. 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.
11. **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.**
 - I have read the above statements and agree to the terms of the ACE placement.
 - I agree that medical/health information can be provided by the health professional.
 - I understand that the place at ACE is based on my child meeting the health criteria.
 - I understand that this placement is temporary whilst it is agreed that my child is too ill to attend their own school.
 - I understand the importance of the uniform policy and will ensure my child wears the correct uniform when attending ACE.
 - I fully support the mobile phone policy.
 - I am happy to work with ACE to ensure that my child follows the expected standards of behaviour.

Pupil Name:

Parent:

Parent signature:

Date: