



# Sandfield Park School

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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

June 2024

Dear Headteacher

## Attendance Policy for children taught at ACE as approved by the Local Authority

When a child is referred to Section 19/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 for pupils both taught in class on-site and those receiving home tuition:

- K Pupil attended session at ACE
- C2 For sessions the Pupil is not expected to attend

ACE staff will inform the home school of the reason for absence when you contact the school office.

## 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> </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>• 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> </ul>

<ul style="list-style-type: none"> <li>• make referrals to SEN regarding EHCP requests where appropriate</li> <li>• pay the AWPU as requested by the LA</li> <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 welfare visits to ACE in line with school policy for those educated off site</li> <li>• provide Careers IAG</li> <li>• enter pupils for any examinations not delivered by ACE</li> </ul>	<ul style="list-style-type: none"> <li>• attend CIN/CP/LAC meetings</li> <li>• provide attendance certificates and subject reports at all review meetings</li> <li>• support Y11 pupils with post-16 applications and provide pupil references</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:

Signed: Mark Hilton

Head of School – Wendy Henshaw  
Date: June 2024

Headteacher – Mark Hilton