



# 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

September 2025

## **Attendance Policy for children where education is provided by S19 Medical Needs Education**

When a child is accepted by Section 19 for education support the pupil will remain single registered at their home school. Medical Needs Education will communicate the offer to the home school for the purpose of monitoring attendance. 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

Parents will contact the school office regarding any absence which will be relayed to the home school when making their daily checks.

## **Roles and Responsibilities**

When a pupil is accessing Medical Needs Education it is due to the local authority having an obligation under the Section 19 of the Education Act 1996. As such the responsibility for the Quality Assurance arrangements rest with the council and not the home school. This is because it is not an AEP placement commissioned by school.

Referring School agrees to:	MNE agrees to:
<ul style="list-style-type: none"><li>• provide MNE with pupil level data held by the school including academic, health and attendance records</li><li>• contact MNE daily to confirm pupil attendance</li><li>• record attendance/absences using the appropriate code.</li><li>• follow up concerns raised by MNE regarding attendance, e.g. home visit, EWO referral etc..</li><li>• continue to be responsible for the safeguarding of the pupil</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>• MNE DSL will work in partnership with school safeguarding teams and communicate any concerns</li><li>• keep regular monitoring records for each pupil</li></ul>

<ul style="list-style-type: none"> <li>• attend review meetings arranged by MNE/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 AWPUs 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 in line with school policy for those educated off site</li> <li>• provide Careers IAG</li> <li>• retain the responsibility for exam entry and invigilation arrangements (individual pupil arrangements can be discussed at the Pupil Review meeting)</li> </ul>	<ul style="list-style-type: none"> <li>• provide evidence/reports for referrals to social care, SEN etc..</li> <li>• hold termly review meetings or regular FHAT review meetings as appropriate</li> <li>• attend CIN/CP/LAC meetings</li> <li>• to regularly assess and measure academic and personal progress</li> <li>• provide attendance certificates and subject reports at the end of each term</li> <li>• continuously review the readiness to return to school and liaise with school accordingly</li> <li>• provide reintegration support when a pupil is ready to return to school</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>• support schools with the exam arrangements</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 roles and responsibilities identified above.

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

#### **Medical Needs Education:**

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

Signed: 

Wendy Henshaw  
Head of School – Medical Needs Education

Signed: Mark Hilton

Mark Hilton  
Executive Headteacher Sandfield Park

Date: Sept 2025