

# Parent-Friendly Guide: Supporting Your Child's School Attendance – A Graduated Response

**A step-by-step guide for parents when your child has medical needs that impact school attendance**

## Step 1: Early Support & Communication

### What to Do:

- Inform the school as soon as possible if your child has a medical condition affecting attendance.
- Provide any relevant **medical evidence** (e.g., GP letters, hospital reports, prescription details).

### School's Role:

- Discuss concerns with you and agree on **initial support** (e.g., flexible timetable, rest breaks, medication arrangements).
- Record attendance accurately and **authorise absences** where appropriate.
- Monitor attendance and wellbeing regularly



## Step 2: Adjustments & In-School Support

### What to Expect:

- **Reasonable adjustments** may be made, such as:
  - Access to a quiet space for rest
  - Support with moving around the school (if mobility is affected)
  - Adjusted timetable or part-time attendance (if medically advised)

### Your Role:

- Work with the school to implement the agreed adjustments.
- Keep school informed about any **changes in your child's health**.



## Step 3: Additional Support & Intervention

### When?

If attendance **continues to decline** due to medical needs.



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### Possible Actions:

- School may arrange a **My Family Plan** meeting to explore further support.
- **Referral to the School Nurse or external health services** for advice.
- Possible involvement of the **Education Attendance Officer (EAO)** for additional guidance.
- Consideration of a **Healthcare Plan** (if not already in place).

## Step 4: Alternative Provision & Specialist Support

### When?

If a child is **medically unfit to attend school for 15+ days** (consecutive or cumulative).

### Options May Include:

- **Home Learning Support** (provided by school or external service).
- **Medical Alternative Provision** (e.g., hospital schooling, virtual learning packages, 1:1 home tuition).
- **Education, Health and Care Plan (EHCP)** assessment (if long-term needs impact education significantly)

### Key Requirement:

- Medical evidence may be needed to access alternative provision or long-term adjustments.

## Step 5: Longer-Term Planning & Reintegration

### Goal:

Support your child to **return to full-time school attendance** when possible.

### Support May Include:

- **Gradual reintegration plan** (starting with part-time or specific lessons).
- **Regular reviews** with school and medical professionals.
- **Ongoing adjustments** based on your child's recovery and needs.

## Who Can Help?

### Your Support Network for School Attendance & Medical Needs

Support Category	Support Service	What They Do	How to Access
1.School & Education Support	School Staff	Your first point of contact for attendance, adjustments, and support.	Speak to your child's teacher, SENCO, or pastoral team.
	Education Attendance Officer (EAO)	Helps with attendance concerns and liaises between families and schools.	Through the school or Local Authority.
	Medical Education Services	Provides alternative education for children who are too ill to attend school.	Requires a medical referral from a GP or specialist.

	<b>SEND/Inclusion Team</b>	Assesses additional learning support needs and advises on adjustments.	Contact your school SENCO or Local Authority SEND team.
<b>2. Medical &amp; Emotional Wellbeing</b>	<b>School Nurse / GP</b>	Provides medical advice and supports healthcare planning in school.	Contact your school nurse or family doctor.
	<b>School Nursing Support</b>	Helps with health-related school issues, including medical needs and emotional wellbeing.	Visit: <a href="#">Berkshire School Nursing</a>
	<b>Supporting Pupils with Medical Conditions</b>	Government guidance and templates for managing medical needs in school.	Visit: <a href="#">Medical Conditions Templates</a>
	<b>Emotional Health Academy (EHA)</b>	Supports children's emotional and mental wellbeing to help school attendance.	Visit: <a href="#">EHA Website</a>
	<b>Therapeutic Thinking Toolkit</b>	Offers strategies to help schools support children with social-emotional needs.	Visit: <a href="#">Therapeutic Thinking</a>
	<b>EBSA Guidance for Schools</b> (Emotionally Based School Avoidance)	Provides guidance on supporting children experiencing anxiety-related school avoidance.	Visit: <a href="#">EBSA Guidance</a>
	<b>3. SEND &amp; Additional Needs Support</b>	<b>Autism Berkshire</b>	Provides support, training, and advice for families of children with autism.
<b>Berkshire SENDIASS</b>		Offers free, confidential advice on SEND law, rights, and support.	Visit: <a href="#">Berkshire SENDIASS</a>
<b>The ADHD Foundation</b>		Offers guidance, training, and resources for families of children with ADHD.	Visit: <a href="#">ADHD Foundation</a>
<b>Contact – For Families with Disabled Children</b>		Provides advice and support for families raising children with disabilities.	Visit: <a href="#">Contact</a>
<b>4. Parental &amp; Community Networks</b>	<b>Parent Carer Forum</b>	A network of parents supporting families of children with additional needs.	Visit: <a href="#">West Berkshire PCF</a>