



ADMISSIONS & ATTENDANCE POLICY [040]

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Table of Contents

1.	1
2.	1
3.	1
4.	1
5.	2
6.	2
7.	2
8.	4
9.	4

1. School Aims

Pilgrim Pathways School aims to:

- provide equal access to appropriate education for all children and young people with medical and mental health needs;
- maintain progress and enable all young people to achieve their potential despite whatever life challenges may present;
- keep education at the forefront throughout the admission.

Children and young people who are inpatients at one of the four hospital centres will attend the education provision within the hospital. The four centres include The Darwin Centre, the Phoenix Centre, the Croft Children and Families' unit and Addenbrooke's Hospital.

2. Roles and Responsibilities of Pilgrim Pathways School

Pilgrim Pathways School is responsible for the provision, arrangement or monitoring of appropriate education for pupils with medical and mental health difficulties. Appropriate education provision, including the number of hours per week, will depend on the nature of the mental health or medical condition, the impact of the condition, and the educational needs of the individual pupil.

Any decisions will be made in consultation with the medical/mental health practitioner.

3. Attendance

The expectation is that once admitted to one of the above units, pupils will attend all timetabled sessions. However, there may be occasions when a pupil is too unwell, attending a medical treatment or have a therapy session, and therefore cannot attend the prescribed timetable. Should this be the case the Pilgrim teaching staff take a flexible approach to ensuring the young person does not miss out on their education.

Every effort will be made to encourage medical staff to acknowledge the importance of school attendance and to, where possible, arrange for medical procedures or appointments to be scheduled outside school hours.

Pupils who wish to receive education but are unable to leave the ward will be offered bedside tuition, where staffing levels permit and where the ward and school believe it is the best strategy available to maintain education or reengage them in education.

4. The Darwin Centre and the Beacon

Young people who attend either of these centres will usually have a referral from their local Child and Adolescents Mental Health service (CAMHS). Referrals are taken for young people aged from 13-18 who are suffering from mental health problems that cannot be managed by CAMH community services. Referrals must be agreed by the consultant at the hospital of which the child is due to be admitted.

- All young people who are in-patients will be entitled to educational support from day 1 dependent upon the medical advice from the consultant psychiatrists. Some children are unable to access education from the first day of admission. In this case the teacher in charge will introduce themselves and approach the child at regular intervals to encourage attendance. In liaison with the medical team school attendance will be planned and a gradual introduction to school may be introduced.
- The Teacher in Charge will upload the pupil details to the school registration system, Arbor.
- The Teacher in Charge will, in liaison with mainstream schools, arrange teaching support for young people to maintain educational progress. The Teacher in Charge will also ensure each pupil has an Individual Learning Plan (ILP).
- For young people who are not in education, employment or training, personalised learning programmes will be provided to include functional skills, preparation for work skills and careers support.
- In-patient education staff will liaise with mainstream schools or colleges to ensure they are providing appropriate work and links are maintained.
- Young people who attend a mainstream school or college will be dual registered at the Pilgrim Pathways School.
- For young people with no linked mainstream will be single registered until such time a named provider is identified.

5. The Croft Children's and Family Centre

Children who attend the Croft will usually have a referral from the local CAMH service. Referrals are taken for children from 4 -12 years of age who have severe mental health problems, those that require an assessment due to complex presentations and those requiring specialist treatments. Children are usually admitted with a parent/carer and sometimes with other family members depending on family circumstances and clinical need.

- All children who are in-patients will be entitled to educational support from day 1, according to the medical advice from the consultant psychiatrist. Some children are unable to access education from the first day of admission. In this case the teacher in charge will introduce themselves and approach the child and family at regular intervals to encourage attendance. In liaison with the medical team school attendance will be planned and a gradual introduction to school may be introduced.
- The Teacher in Charge will upload the pupil details to the school registration system, Arbor.
- The Teacher in Charge will, in liaison with mainstream schools and other professionals involved with the child, arrange teaching support to maintain educational progress. The Teacher in Charge will also ensure each pupil has an Individual Learning Plan (ILP).
- Children who attend a mainstream school will be dual registered at the Pilgrim Pathways School.
- For children with no linked mainstream will be single registered until such time a named provider is identified.

6. Addenbrooke's

Children and young people in hospital can access educational activities from day 3 of admission, where staffing levels and capacity allows. This with the exception of frequent returnees, where admission is planned and advanced notice is given. The teachers at Addenbrooke's will make a professional judgement on a daily basis about which pupils they teach and for how long pupils will receive education. They will liaise with ward staff on a daily basis and will take pupils' medical needs into account.

The Teachers in Charge at Addenbrooke's will register a pupil if they are likely to receive educational input after the third day of admission one to one of the children's wards or the teenage cancer ward. The Teachers in Charge upload this information to the NHS system, EPIC, and the school registration system Arbor.

All children and young people who are taught in hospital will have a discharge letter sent to their own school, so that the school is made aware that the pupil is now well enough to return to school or will require support with a re-integration programme, and how many days of education they have received.

7. School Attendance Coding

All centres use Arbor to register pupils and mark daily school attendance. Arbor is also used to produce census reports.

The following codes are used:

Present at School / Present in school: am \ Present in school: pm L Late arrival before the register has closed	Unauthorised Absence from School G Holiday not authorised by the school or in excess of the period determined by the head teacher N Reason for absence not yet provided O Absent from school without authorisation U Arrived in school after registration closed
Present at an Approved Off-Site Educational Activity B Off-site educational activity D Dual Registered - at another educational establishment J At an interview with prospective employers, or another educational establishment P Participating in a supervised sporting activity V Educational visit or trip W Work experience	Authorised Absence from School C Leave of absence authorised by the school E Excluded but no alternative provision made H Holiday authorised by the school I Illness (not medical or dental appointments) M Medical or dental appointments R Religious observance S Study leave T Gypsy, Roma and Traveller absence
Administrative Codes X Not required to be in school Y Unable to attend due to exceptional circumstances Z Pupil not on admission register # Planned whole or partial school closure	

In addition, the following codes are used on our internal registers:

Present at School / Present in school: am / Present in school: pm B Did not attend lesson due to behaviour PC Pathway conversation	Absence from School R Returned to ward after ward round Z Did not attend due to being in bed R Did not attend due to refusal J Returned to ward student choice C Did not attend due to a clinical decision - Mental Health - Physical Health
Present at an Approved Off-Site Activity V Visit to community college/ school E On leave D Discharged	L Clinical Meeting - Psychology - Therapy - CTM - CPA I Medical Appointment

	- Physical examination - Physical treatment O Online meeting/ lesson W Ill - Asleep (S) - Barriered (IB) - Infectious disease including COVID (id)
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For long-term patients on our mental health wards, attendance will be monitored and reported to parents weekly as part of ward round. Should attendance fall below 90% our Positive Attendance strategy will be followed (please see [link](#))

8. Linked School Policies

- Data Protection (2022)
- Education Visits (2022)
- Safeguarding and Child protection (2021)
- Supporting pupils with medical conditions (2022)

9. Glossary

CAF	Common Assessment Framework	IHP	Individual Healthcare Plan
CIN	Child in Need	KCSiE	Keeping Child Safe in Education
CME	Children Missing in Education	LADO	Local Authority Designated Officer
CP	Child Protection	PA	Persistent Absence
CPFT	Cambridge & Peterborough Foundation Trust	SENC	Special Educational Needs Co-ordinator
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DSL	Designated Safeguarding Lead	TAC	Team Around the Child Meeting
EHCP	Education, Health and Care Plan	TAF	Team Around the Family Meeting
EHA	Early Help Assessment	TiC	Teacher in Charge
ILP	Individual Learning Plan	BSO	Business Services Organisation