



Admission and Attendance Policy

Pilgrim PRU

Aims and objectives

The Pilgrim PRU aims to provide equal access to appropriate education for all children and young people with medical and mental health needs, keeping education alive in the pupils' lives, maintaining progress and enabling them to achieve their potential.

This policy outlines the range of pupils who might receive education provision and support from the Pilgrim PRU.

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.

The Darwin Centre and Phoenix

Young people who attend one of these centres will usually have a referral from their local Child and Adolescents Mental Health service (CAMH). 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 the child is due to be admitted to.

- All young people who are in-patients will be entitled to educational support from day 1 according to the medical advice from the consultant psychiatrists.
- 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.
- 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 PRU.

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 herself 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, 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.
- Children who attend a mainstream school will be dual registered at the Pilgrim PRU.

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 pupils are unwell, are going for medical treatment or have a therapy session, when education staff need to have a flexible approach. 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 work on the ward and if staffing levels permit individual tuition.

Addenbrooke's

Children and young people in hospital can access educational activities from day 2 of admission. 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.

Registration

The Teacher's in Charge at Addenbrooke's will register a pupil if they are likely to receive educational input after the second day of admission on to one of the children's wards or the teenage cancer ward. The Teachers in charge send this information to the BSO who records attendance on to the ONE system.

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.

Roles and Responsibilities of Pilgrim PRU

The Pilgrim PRU 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, the educational needs of the



individual pupil and where they are located. Any decisions will be made in consultation with the medical/mental health practitioner.

School attendance register

School pod

Status **Description** **Colour Code**

Present	Child is present	Green /
Present	Child on site but not in school e.g. therapy	Green /
Authorised absence—educated off site	Child is on school visit e.g. Reintegration	Green B
Not timetabled	child is on site but for medical reasons cannot attend school	Green X
Authorised absence	Child is on home leave	Purple C
Unauthorised absence	Child on site but refusing to come to school	Red N

Policy No. 040
Reviewed March 2017



Currently the Darwin Learning Centre, the Phoenix and the Croft use School pod to mark attendance the following codes are being used form the beginning of January 2017.

To be reviewed: Spring 2020