PROCEDURE FOR SUPPORTING VULNERABLE PUPILS AND LONG TERM ABSENTEES

1. Procedures

1.1 The School Nurse will assist in the communication between tutor and parents as appropriate, particularly in terms of academic planning, home visits and medical expertise. When appropriate, a formal plan for an individual boy's academic and extra-curricular progress will be drawn up.

1.2 There will be a centralised procedure for those boys off games: letters or notes from parents should be given to the School Nurse by 10.30 (or into the School Office only if the School Nurse is absent). The School Nurse will e-mail the list of those off-games to the PE Department at 10.30 am each morning. The PE staff will advise on a light sports programme or work in the library as appropriate.

1.3 In-service training will be provided for all staff to raise awareness of particular medical needs among our pupils

1.4 Electronic technology will be used to send or receive academic information when this is appropriate.

1.5 The school will continue to provide opportunities for parents to discuss issues and solutions with other parents whose families are similarly affected.

2. Policy regarding long-term absence of pupils

2.1 If a pupil is absent for more than 15 consecutive days, his form tutor should inform the Deputy Heads. They will then liaise with Surrey County Council Educational Services to see whether the pupil in question might benefit from home tutoring.

2.2 The Deputy Heads will also liaise with the School Nurse to consider issues of academic planning and home visits and to benefit from her medical expertise. The School Nurse will inform colleagues of any pupil with particular medical needs.

2.3 Where appropriate, the Deputy Heads will draw up a formal plan for an individual boy's academic and extra-curricular progress in conjunction with the form tutor, the boy's parents and the boy himself.

2.4 The form tutor should also maintain regular contact with the pupil's parents to arrange for suitable work to be sent home.

Date of last review:	**Michaelmas 2010**
Reviewed by:	**Director of Studies**
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