

Three Counties Academy Trust



Supporting Pregnant Pupils and School-Age Parents Policy

#SG41

Last amended 25th August 2026 (v1.1)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 8th March 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
09.03.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓
25.08.26	1.1	General formatting and addition of summaries	MF	✓	✓

Contents:

Version history

Policy abbreviations and acronyms

Statement of intent

Member, Trustee, Local Governor and Staff Summary

Parent Summary

Pregnant and School-Age Parent Summary

1. Legal framework
2. Equality
3. Roles and Responsibilities
4. Disclosure of pregnancy
5. Supporting pregnant pupils

6. Supporting expectant fathers

7. Safeguarding

8. Pregnancies that do not result in parenthood

9. Missing school

10. Breastfeeding

11. Childcare

12. Social and emotional support

13. Confidentiality

14. Returning to school

15. Attendance codes

Monitoring and review

Trust Glossary

Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
CSE	Child Sexual Exploitation
DfE	Department for Education
DSL	Designated Safeguarding Lead
LA	Local Authority
NHS	National Health Service
PE	Physical Education
SARC	Sexual Assault Referral Centre
SEMH	Social, Emotional and Mental Health
SEND	Special Educational Needs and Disabilities
TCAT	Three Counties Academy Trust
UK GDPR	United Kingdom General Data Protection Regulation

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Three Counties Academy Trust (TCAT) is committed to supporting all its pupils, regardless of their circumstances.

TCAT recognises its responsibilities to ensure high-quality support is available to all pupils as they prepare for later life and, in some cases, becoming parents.

This policy has been created to ensure that school-age parents and pregnant pupils are supported through pregnancy and can continue their education before, during and after childbirth. Whilst this will predominantly mean the policy applies in our secondary settings by virtue of pupil age, it does apply across all TCAT schools including primary.

Whilst TCAT has a duty to ensure pupils' educations are not affected, we also understand we have a significant role to play in safeguarding and helping pupils through what can be a very stressful time.

This policy will be reviewed regularly over the designated shelf-life of the policy. Should any staff members, pupils or parents have any queries or a specific question which is not addressed in this document, please contact the individual school Designated Safeguarding Lead (DSL).

Member, Trustee, Local Governor and Staff Summary

Purpose

- Support pregnant pupils and school-age parents to continue their education before, during and after childbirth
- Ensure safeguarding, educational progress and wellbeing remain central to decision making
- Provide consistent support across all TCAT schools

Governance Responsibilities

- Trust Board is responsible for reviewing and monitoring the policy
- Leaders should ensure implementation and monitor effectiveness of support arrangements

Leadership Responsibilities

- Ensure pregnant pupils and school-age parents receive practical and consistent support
- Maintain access to education and appropriate attendance arrangements
- Work with the DSL and other agencies where appropriate
- Determine reasonable periods of authorised leave based on individual circumstances

DSL Responsibilities

- Coordinate day-to-day support
- Undertake pregnancy risk assessments
- Arrange pastoral, emotional and mental health support
- Support confidentiality and information sharing decisions
- Coordinate support for pupils with SEND where required
- Ensure staff understand and implement agreed arrangements

Supporting Pupils

- Make reasonable adjustments to help pupils remain in education

- Provide flexibility around appointments, examinations and attendance
- Offer additional academic support where necessary
- Support both pregnant pupils and expectant parents

Safeguarding

- Respond to safeguarding concerns in line with safeguarding policies
- Seek external support where risks are identified
- Support pupils who may be vulnerable due to pregnancy or parenthood
- Put pupil welfare and safety first

Confidentiality

- Respect pupil wishes wherever possible
- Maintain confidentiality appropriately
- Explain circumstances where confidentiality cannot be guaranteed
- Provide impartial and non-judgmental guidance

Reintegration and Attendance

- Support phased returns where appropriate
- Promote continuity of learning during periods of absence
- Monitor attendance and educational progress
- Support access to childcare information and other sources of assistance

Parent Summary

Our Commitment

- TCAT and its schools are committed to supporting pregnant pupils and school age parents to continue their education
- Every pupil will be treated with dignity respect and understanding
- The welfare safety and educational progress of the pupil will remain the priority

Equality and Inclusion

- Pregnant pupils must not be treated unfairly because of their pregnancy
- Schools will make reasonable adjustments to help pupils remain in education
- Support is available before during and after childbirth

Support Available

- A Designated Safeguarding Lead will help coordinate support and guidance
- Pastoral emotional and wellbeing support can be provided
- Appropriate adjustments can be made to timetables attendance and learning arrangements
- Support may also be provided for expectant fathers and non-pregnant parents

Confidentiality and Privacy

- Schools will respect a pupil's privacy wherever possible
- Information will only be shared when appropriate and necessary
- Pupils will be informed when confidentiality cannot be guaranteed because of safeguarding responsibilities

Safeguarding

- Safeguarding concerns will always be taken seriously
- Specialist support may be accessed where required

- Schools will work with other agencies when necessary to protect pupils

Education and Attendance

- Schools will help pupils remain engaged in learning
- Work and support will be provided during authorised periods of absence where appropriate
- Support will be available to help pupils return successfully to full-time education

Childcare and Practical Support

- Schools can help pupils access information about childcare and available support
- Childcare arrangements may form part of a pupil's return to school plan
- Schools will support pupils to access relevant services and guidance

Pregnant and School-Age Parent Summary

Your Education

- You can continue your education during and after pregnancy
- The school will work with you to minimise disruption to learning
- Reasonable adjustments can be made to support attendance and participation

Support Available

- The DSL can coordinate support and guidance
- Pastoral and emotional support is available
- Regular meetings can be arranged to discuss concerns and progress
- Support can also be provided to expectant fathers and non-pregnant parents

Health and Wellbeing

- Risk assessments will be completed where appropriate
- Adjustments may be made to lessons activities and facilities
- Schools will support access to relevant health and support services

Confidentiality

- Your privacy will be respected wherever possible
- You will be consulted before information is shared unless safeguarding concerns require action
- Staff will provide impartial and non-judgemental support

Safeguarding

- Your safety and wellbeing are priorities
- Additional support can be arranged if there are safeguarding concerns

- Schools may work with external agencies when necessary to keep you safe

Attendance and Leave

- Authorised absence may be granted for maternity related reasons and appointments
- Work can be provided during periods of absence
- Support will be available when returning to school

Returning to School

- A phased return may be considered where appropriate
- Ongoing support will be available after your return
- The school will help you continue making educational progress

Practical Support

- Advice can be provided on childcare and related services
- Support is available for breastfeeding arrangements where appropriate
- The school will help identify other sources of support and guidance

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [The Education Act 1996](#)
- [The Equality Act 2010](#)
- [DfE 'Working together to improve school attendance'](#)
- [DfE 'Keeping children safe in education'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Child Protection and Safeguarding Policy and Procedures (SG1)
- Child-on-Child Abuse Policy (SG10)
- Anti-Bullying Policy (SG19)
- Social, Emotional and Mental Health (SEMH) Policy (SG21)
- Pupil Confidentiality Policy (SG28)
- Attendance Policy (Secondary) (SG29(A))
- Attendance Policy (Primary) (SG29(B))
- Child Sexual Exploitation (CSE) Policy (SG42)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Equality

Under the Equality Act 2010, a pregnant person is discriminated against if they are treated unfavourably because of their pregnancy, or because of illness suffered as a result of pregnancy. TCAT is committed to ensuring all people, whether staff members or pupils, can come to school and be treated fairly, regardless of whether or not they are pregnant.

TCAT will not exclude school-age parents or pregnant pupils from any lessons and will not consider asking the pupil to learn at home or in alternative provision because they are pregnant or school-age parents. The pupil can request to learn outside of the classroom, e.g., at home, if they wish.

School-aged mothers are entitled to up to 18 weeks' authorised absence to cover the time immediately before and after the birth of their baby. Leave for maternity will be treated like any other leave of absence. Executive Headteachers, Headteacher or where delegated, Heads of School will act reasonably and grant a sufficient period of leave from school, taking into considerations the specific circumstances of each case.

3. Roles and Responsibilities

The Trust Board, and where delegated, Local Governing Bodies are responsible for:

- Reviewing and monitoring this policy

Executive Headteachers, Headteachers and where delegated, Heads of School, are responsible for:

- Ensuring any pupil that is pregnant, or a school-age parent receives practical and consistent support to allow them to continue their learning
- Making the relevant staff members aware of the terms of this policy and their responsibilities arising from the terms of this document
- Liaising with the school DSL and local careers team to ensure that relevant post-16 options are explored
- Respecting, understanding, and listening to the decisions, wishes and thoughts of pregnant pupils and school-age parents
- Supporting the DSL in finding suitable arrangements to ensure pregnant pupils can be comfortable at school
- Monitoring and maintaining the attendance of pregnant pupils and school-aged parents
- Ensuring TCAT makes all reasonable attempts to support pupils in continuing to access on-site education in line with TCAT's Attendance Policy (Primary/Secondary)

- Determining how much leave to grant for pupils affected by a pregnancy considering the advice of the CEO and the Trust Education Welfare and Safeguarding Support Officer.

DSLs are responsible for:

- Ensuring the day-to-day support for school-aged parents and pregnant pupils is readily available
- Organising pastoral support, counselling, and any mental health support that pregnant pupils will need depending on the circumstances of their pregnancy
- Arranging support to help the pregnant pupil make decisions about their pregnancy, should they desire it
- Making school-aged parents and pregnant pupils aware of any relevant guidance and support that is available to them
- Undertaking risk assessments as soon as a pupil has disclosed their pregnancy to ensure any health and educational risks can be mitigated
- If requested, identifying a suitable female member of staff with whom a pregnant pupil can discuss their support needs
- Keeping up to date with the latest guidance and news from relevant charities to ensure school-age parents and pregnant pupils receive the most recent and relevant guidance possible
- Respecting, understanding, and listening to the decisions, wishes and thoughts of the pupil
- Taking steps to ensure the pupil's wishes, e.g., preferences concerning confidentiality, as a school-age parent or pregnant pupil are adhered to where possible
- Ensuring all relevant teachers understand the pupil's status as a school-age parent or pregnant pupil
- Meeting with the pupil and, if appropriate, their parents to establish any medical history that may affect the pregnancy and making arrangements based on the pupil's medical history
- Where the pupil has SEND, meeting with the SENCO and the pupil's parents to ensure the pupil's needs are met, and the appropriate arrangements are in place

School-age parents and pregnant pupils are responsible for:

- Informing the school DSL that they are a school-age parent or are pregnant and intend to continue with their pregnancy as soon as possible, so that TCAT and the school can make appropriate accommodations
- Collaborating with the school DSL and, if necessary, their parents to ensure the proper care can be provided and suitable arrangements made

- Liaising with the Executive Headteacher, Headteacher or Head of School and school DSL, where necessary, to amend their timetable to suit arrangements and appointments
- Expressing any needs, they have which will impact their education or their ability to attend school normally

4. Disclosure of pregnancy

When a staff member discovers that a pupil is pregnant, they will consider whether a Family Help assessment and/or other appropriate support is required.

The staff member will make sure the pupil receives information about relevant services in the area and advise them how to access the services.

The staff member will explain to the pupil that they can discuss all the options available to them with the school DSL. The DSL will offer a weekly meeting option with either themselves, another allocated person or a staff member of the pupils' choice.

The school DSL will conduct a Pregnant Pupil Risk Assessment to identify specific risks and needs.

TCAT is not obliged to tell the pupil's parents but will encourage the pupil to talk to their parents where appropriate and offer support to ease the process.

Where a pupil requires support to disclose their pregnancy to their parents, we will advise the pupil to:

- Choose an appropriate time and place when the parents are unlikely to be stressed
- Tell the parent they are closest to first
- Have someone with them if they are concerned about how their parents will react – the school can provide someone where necessary
- Practise telling someone else first

TCAT will authorise absences where required to allow the pupil to attend appropriate local services.

If a pupil is considering an abortion or adoption, TCAT will help them to access professional services for appropriate counselling, advice, and support. TCAT will be non-judgemental.

TCAT will offer the pupil the opportunity to speak to professionals and will ensure the pupil has access to pastoral support where necessary.

Where a pupil decides to continue with their pregnancy, the Executive Headteacher, Headteacher or, where delegated, Head of School will be informed so that appropriate arrangements can be made.

A member of staff, typically the school DSL, will take responsibility for the pupil's continuing education.

5. Supporting pregnant pupils

To ensure pregnant pupils can still enjoy a diverse and interesting learning schedule, the Executive Headteacher, Headteacher or Head of School and school DSL will make arrangements to make lessons as accessible as possible – these adjustments include, but are not limited to, the following:

- Modifying the temperature in classrooms to suit the pupil's needs
- Ensuring the pupil has access to fresh air during the school day
- Permitting the pupil to have their mobile phone with them at all times, in case of emergencies
- Offering additional tutoring sessions to ensure the pupil can make good academic progress
- Excusing the pupil from lessons which could expose them to harmful substances, e.g., science experiments and woodwork lessons
- Establishing a quiet and private area for the pregnant pupil to use for comfort breaks – this space will be furnished suitably and offer somewhere for the pupil to sit comfortably
- Allowing the pupil to take regular toilet breaks without explanation
- Adapting activities such as PE and science to ensure they are as accessible as possible to the pupil – if these cannot be adapted, the pupil is given alternative work which they can complete

Pregnant pupils can be anxious about weight gain and may diet or eat less healthily than is appropriate. TCAT will encourage the pupil to eat a well-balanced lunch and encourage the pupil to feel more body positive and accepting of their changing shape. The pupil's uniform rules will be amended to reflect changes to their body.

The school DSL (or allocated staff member) and pregnant pupil will meet once per week to discuss any additional support or arrangements required. Where the expectant father is a pupil at the same school, and the pregnant pupil consents, the DSL (or allocated staff member) will offer to meet once per month with both pupils to discuss any additional support or arrangements the pregnant pupil requires where the parents are together within the school.

In their weekly meetings with the pregnant pupil, the school DSL will offer counselling to ensure there is a clear opportunity to communicate any concerns or anxieties. The school DSL will be aware of national charities and agencies that offer guidance and will assist the pupil with accessing this support where requested.

Appropriate arrangements will be made for any exams the pupil is sitting, e.g., easy access to a restroom, ensuring the room is air conditioned and access to food and water.

Where possible, TCAT will support pregnant pupils by helping them to access appropriate travel arrangements.

TCAT will ensure that pregnant pupils continue to learn for as long as possible until the birth by exploring all opportunities for curriculum support within the LA.

6. Supporting expectant fathers

Although this policy uses the term 'expectant fathers', TCAT will remain aware that the parent who is not pregnant will not always identify as male and may not wish to be referred to with gendered titles such as 'father'. In such instances, we will make every effort to avoid misgendering the non-pregnant parent and will adopt the terminology with which they are comfortable.

When a staff member discovers that a pupil is an expectant father, they will consider whether a Family Help assessment and/or other appropriate support is required.

TCAT recognises that pupils who are expectant fathers may have additional needs that they require assistance with.

Where both parents attend the school, the school will consider amending timetables where the parents are no longer in a relationship, or difficulties have developed.

Expectant fathers may face emotional distress and anxiety. TCAT will make counselling available and introduce expectant fathers to local services that can support them.

TCAT will facilitate the fathers' participation in ante-natal and post-natal appointments, attending the birth of the child and attending parenting classes.

TCAT is under no obligation to allow the father to take paternity leave; however, we understand the benefits of this and, where the father is actively involved with their baby and the other parent, will allow the father to have a flexible timetable or an authorised absence of up to 10 school days – excluding school holidays and weekends – as determined by the school DSL.

TCAT will ensure that the fathers are given support to cope with and process any and all decisions the pregnant person makes about their pregnancy.

7. Safeguarding

Where there are safeguarding concerns regarding a pupil pregnancy, e.g., if the pregnant pupil is thought to be a victim of sexual abuse or assault, TCAT will work in accordance with the following policies:

- Child Sexual Exploitation (CSE) Policy
- Child Protection and Safeguarding Policy and Procedures
- Child-on-Child Abuse Policy

Pupils that have a need arising from sexual assault or abuse will be supported to access specialist NHS support from a Sexual Assault Referral Centre (SARC), which can offer confidential and non-judgemental support. In emergency circumstances, TCAT will contact relevant external agencies that are able to offer the pregnant pupil immediate protection and support.

While the school DSL will not pressure the pregnant pupil to provide details about the circumstances of their pregnancy, they will encourage the pupil to be as forthcoming as they feel comfortable with in order to ensure the appropriate support can be offered, and the correct procedures can be followed to support the pupil's wellbeing.

TCAT is aware that possible sexual assault is not the only safeguarding concern when it comes to pupil pregnancy. The pregnant pupil and/or expectant father may face further issues, e.g., those stemming from unsupportive parents, mental illness, and trauma. As the circumstances surrounding pupil pregnancy can often be complex, TCAT will be understanding of the affected pupils' situations and tailor the support offered to the specific circumstances that the pupils are experiencing.

Where the circumstances surrounding a pupil pregnancy are extremely complex and/or TCAT is concerned for the immediate safety of the affected pupils, the school DSL will reach out to the relevant external agencies and/or organisations for advice on how to handle the situation and how to best safeguard the pupils involved.

8. Pregnancies that do not result in parenthood

In all circumstances where a pupil's pregnancy has not resulted in parenthood, the school DSL (or allocated staff member) will not rush pupils back to school; however, if pupils do not return to school within four weeks, alternative learning provision will be made.

Once the pupil has returned to school, regardless of whether this is on a reduced timetable or not, they will meet with the school DSL and pastoral staff at least once per week for counselling sessions, where they will discuss the pupil's readiness for returning to school and the pupil's mindset.

Miscarriage or stillbirth

TCAT understands the trauma attached to miscarrying a child and will respect both parents' right to grieve should this event occur.

Where appropriate and possible the school DSL (or allocated staff member) will, if the pupil suffers a miscarriage, contact the pupil's parents on a regular basis, but at least once per week, to discuss a return to school and the pupil's current mindset.

If the pupil's baby is stillborn and the pregnancy lasted for 24 weeks before birth, the pupil will be eligible for 18 weeks away from school.

Should the pupil wish to return to school before this period is over, the school DSL and pastoral leader will meet the pupil to discuss whether a reduced timetable may be appropriate.

Abortion or adoption

Where a pregnant pupil has decided to abort their pregnancy, or have the baby adopted, TCAT will offer pastoral support and counselling where appropriate. TCAT will refrain from giving any judgements or opinions and will put the wellbeing of the pupil first.

TCAT will recognise that while a pregnant pupil may be sure of their choice to abort their pregnancy or have the baby adopted, the decision may be a difficult one that can cause a lot of emotional distress for the pupil. TCAT will ensure that no matter what choice the pregnant pupil makes,

they will be supported in their decision and in navigating their feelings in the aftermath. The school DSL and pastoral leader will direct pupils to organisations and/or mental health professionals who can offer relevant support to pupils, where necessary.

9. Missing school

The school DSL (or allocated staff member) will maintain regular communication with the school-aged parents and, where necessary, their parents to ensure TCAT remains aware of the pupil's schedule, e.g., in relation to ante-natal classes, and to ensure the pupil is receiving the best support in and out of school.

The Executive Headteacher, Headteacher or Head of School, in collaboration with the pupil's subject teachers, will ensure that the pupil is set work that can be completed at home when they are unable to attend lessons – this work will be marked to ensure the pupil receives feedback and allow progress to be monitored.

The Executive Headteacher, Headteacher or Head of School organises home visits, if appropriate, to ensure the pupil can remain on track with their educational progress.

Tutoring sessions will be offered to school-aged and expectant parents to ensure TCAT continues to offer a high standard of education, and to ensure the pupils can make good academic progress.

Where a pupil in Year 11 is likely to miss examination entry and requirements, TCAT will encourage the pupil to consider further education and suitable post-16 provision.

TCAT will allow the pupil time off school to attend baby clinics, immunisation appointments, six-week check-ups, etc. as these are important in developing good parenting skills and ensuring the good health of the baby.

10. Breastfeeding

Young parents are often reluctant to breastfeed for several reasons. Whilst midwives and health visitors will advise the pupil, TCAT will be supportive of arrangements that facilitate breast-feeding by:

- Adjusting the pupil's timetable
- Making suitable facilities available on-site

The school DSL will identify a private area in which the pupil is able to breastfeed, extract milk and store it.

11. Childcare

TCAT does not have a responsibility to provide or fund childcare; however, due to the emotional strain placed on young parents leaving their child in the care of strangers, TCAT will support pupils to help them access appropriate childcare near to the school premises.

Childcare arrangements will be considered as part of the pupil's reintegration plan.

12. Social and emotional support

All school-aged parents will be offered and given emotional support in accordance with TCAT's Social, Emotional and Mental Health (SEMH) Policy.

TCAT and all of its staff members take a zero-tolerance approach to bullying – any reports of bullying or teasing directed at a school-aged parent or pregnant pupil will be dealt with in accordance with the Anti-Bullying Policy.

During the weekly meetings, the school DSL (or allocated staff member) will discuss pupils' emotional and mental wellbeing to decide whether anything more can be done to assist them.

The school DSL and pastoral leader act as points of contact for all expectant parents and school-aged parents and will offer an open-door policy to ensure social and emotional support is readily available.

13. Confidentiality

TCAT will refer to the procedures and guidance set out in its Pupil Confidentiality Policy to ensure consistent and safe practice. TCAT respects pupils' right to handle their pregnancy or status as a parent as they choose.

TCAT staff will remain impartial, unbiased, respectful, and fair in light of pupils' wishes relating to their pregnancy – staff will only offer guidance to inform the pupils' choices.

If necessary, the school DSL and pastoral leader will support the pupil when informing their family of their pregnancy and the decisions they have made surrounding it.

TCAT will always consult the pupil and seek consent before disclosing information regarding their pregnancy or parental status to a third-party, e.g., other pupils or parents; however, staff will ensure it is clear that confidentiality cannot always be guaranteed.

14. Returning to school

TCAT will try to maintain continuity of learning while pupils are on maternity leave; however, school-age mothers are expected to return to full-time education once their maternity period ends.

Before returning to school, the pupil will meet with the school DSL (or allocated staff member) to discuss a phased return to school to allow time to adapt.

A reduced timetable will be flexibly scheduled around the young mother to ensure the pupil can attend appointments.

During their meeting, the school DSL (or allocated staff member) will inform the pupil of the childcare funding they are eligible for.

When the pupil cannot attend school, e.g., if their baby is ill, the Headteacher/Head of School will ensure that work is sent home so that the pupil's education does not suffer.

Where both parents attend the same TCAT school, or for those parents who attend the school, the DSL (or allocated staff member) and pastoral leader will meet with them at least once per week after they have returned to school to ensure their return has been successful, and to see if there is anything else TCAT can do to make the transition easier.

The meetings between the school DSL (or allocated staff member), pastoral leader and the school-aged parent(s) will continue until the school DSL is satisfied the parent(s) are comfortable at school and ready to discontinue the meetings.

15. Attendance codes

Attendance codes for expectant and school-age parents are as follows:

- Pregnancy is not an illness; however, any illness during pregnancy should be recorded as – I
- Ante-natal appointments – M
- Maternity leave
 - If granted by the headteacher – C
 - If unauthorised – O
- Paternity leave – C
- Where the baby is unwell – C
- Medical appointment for baby – C
- Lack of childcare due to unforeseen circumstances – C
- Failure to organise childcare, or refusal to access childcare place offered – O
- Reduced timetable – C
- Dual registered at another school which they are scheduled to attend - D
- Attending off-site educational activity approved by the school – B

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 8th March 2029.

Date approved by the Board Appointed Trustee: 9th March 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 9th March 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher