



Immunisation Policy

September 2025

Signed (Chair of Trust Board):	
Date:	September 2025
Review:	September 2026

Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

1. Purpose

To ensure that all pupils at Arbor Academy Trust are protected, as far as possible, against vaccine-preventable disease, and to support public health by encouraging uptake of routine immunisations. The policy also sets out the school's role in school-based immunisation programmes and procedures for managing immunisation status, consent, and record-keeping.

2. Legal and Policy Framework

This policy is intended to be consistent with:

- The UK Routine Childhood Immunisation Schedule. [Immunisation schedule](#)
- Guidance for schools on supporting immunisation programmes in England, including school-age immunisation service (SAIS) programmes. [GOV.UK](#)

3. Definitions

- **Routine Immunisations:** Vaccinations that are offered to all children at particular ages (e.g. MMR, DTaP/IPV/Hib, pneumococcal, flu).
- **Catch-up Immunisations:** Vaccinations offered to children who missed routine immunisations.
- **SAIS:** School Age Immunisation Service, which provides vaccination programmes in schools.
- **Parent / Carer:** Person with legal responsibility for the child.

4. Scope

This policy applies to all pupils enrolled at Arbor Academy trust schools, staff and governors, in relation to the school's responsibilities around immunisation programmes delivered in school and the handling of immunisation records, consent, and related health safety duties.

5. Responsibilities

Board of Trustees/ Local governing board

Approve this policy; ensure resources for compliance; oversee overall health & safety obligations.

Headteacher/ Head of School

Implement policy; liaise with SAIS and the local NHS/public health bodies; ensure parents/carers are informed; ensure staff training if required.

School Nurse / Public Health / SAIS

Deliver immunisation programmes; provide advice; manage clinical aspects of immunisation sessions; keep accurate records of immunisations given.

Admin / Office Staff

Maintain up-to-date records of children's immunisation status; send reminders; manage consent forms; liaise with parents/carers and SAIS.

Parents / Carers

Provide information about child's immunisation status; respond to consent requests; ensure child attends immunisation sessions or arranges catch-ups with their GP if needed.

6. School-Based Immunisation Programmes

The school will participate in programmes delivered by the SAIS (or equivalent local NHS/public health service). These may include:

- Seasonal influenza vaccination (nasal spray) for children in Reception through Year 6.
- Catch-up programmes for MMR, Diphtheria, Tetanus, Polio (DTaP/IPV), and others, for children who have missed routine immunisations. [Childhood Immunisations Waltham Forest](#) , [Childhood Immunisations Hackney](#)

The school will:

- Provide appropriate facilities on immunisation days (room, privacy, supervision).
- Send home consent forms in good time, with clear information for parents/carers.
- Ensure vaccination staff have access to relevant health records, as permitted by data protection rules.
- Ensure safe handling, storage, and disposal of any clinical or medical waste.

7. Consent

- Written (or electronic) parental/carer consent is required before any vaccination given at school.
- Consent forms must clearly explain the vaccine, who is delivering it, possible side effects, and what to do if parents have questions or concerns.
- Parents should be given sufficient time to read the information and ask questions.
- If parents refuse consent, their decision is recorded, and the child will not be vaccinated in school. Parents may arrange immunisation via the GP or catch-up clinics.

8. Immunisation Status and Record-Keeping

- On admission to the school (or as soon as possible thereafter), the school will ask parents/carers to supply up-to-date information about the child's immunisations (from the "Red Book" or GP records).
- The school will maintain a secure, confidential record of immunisation status for each pupil.
- The school will periodically check for missing immunisations or lapses (for example, before school entry or on transition).
- Where immunisations are missing, the school may remind parents and provide information about how to access catch-up immunisations via the GP or NHS services.

9. Managing Outbreaks or Infectious Disease Incidents

- Should an outbreak or cluster of a vaccine-preventable disease occur (e.g. measles, mumps, meningococcal disease), the school will follow advice from the UK Health Security Agency (UKHSA) / local public health team. [GOV.UK](#)
- The school will co-operate fully with any vaccination response (catch-up vaccination clinics, temporary immunisation sessions) arranged as an outbreak control measure.
- The school will communicate clearly with parents/carers about risks, measures being taken, and any action required.

10. Communication

- The policy will be made available to parents/carers via the school website and on request.
- Prior to immunisation sessions, reminders will be sent home (letters, emails) including information about what is being offered, when, where, and what consent is needed.
- The school may include immunisation topics in PSHE or science education (e.g. how vaccines work, importance for public health) to raise awareness.
- The school will work with public health / SAIS to share credible information and combat misinformation.

11. Inclusion and Equity

- The school will ensure that immunisation programmes are inclusive, taking account of pupils with special educational needs and/or disabilities, pupils for whom English is not a first language, etc., ensuring information is accessible.
- Where there are financial, logistical or other barriers, the school will attempt to support parents/carers (for example by sharing information about local clinics, transport, etc.).

12. Confidentiality & Data Protection

- All health data, including immunisation records, will be handled in accordance with GDPR and relevant NHS / public health guidance. Access will be limited to those with legitimate need to know.
- Information will be stored securely.

13. Monitoring and Review

- The Headteacher/ Head of School (or designated staff) will monitor immunisation uptake rates, missing immunisations, and consent form returns.
- Local Governing Boards will be provided with periodic reports on immunisation statistics as part of health & safety or safeguarding reporting.
- This policy will be reviewed at least annually, or sooner if there are changes in government or NHS/public health guidance

14. Non-compliance

- The school does **not** have the legal power to force vaccinations. Vaccination remains the decision of the parent/carer.
- Non-vaccinated children will not be excluded from school unless there is a lawful public health requirement, as advised by public health authorities in outbreak situations.
- The school will ensure that non-vaccinated children are supported in terms of education and inclusion.

15. References

- UK Government: "Supporting Immunisation Programmes" guidance. [GOV.UK](https://www.gov.uk/government/guidance/supporting-immunisation-programmes)
- Green Book, Chapter 11: UK Immunisation Schedule. [GOV.UK](https://www.gov.uk/government/publications/green-book-chapter-11-uk-immunisation-schedule)