

Attendance policy: coronavirus addendum



Approved by:

Date: September 2020

Last reviewed on:

Next review due by:

November 2020

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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the Warwickshire Local Authority.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with **section 6: Leave of Absence in Term Time** of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they, or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school

4.2 Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible. This will be through Study Bugs, the school email amin3595@welearn365.com or by telephone to the school office.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to admin3595@welearn365.com or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

School will work closely with parents/carers to ease any concerns about their return to school.

4.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

School will use Teams to disseminate remote learning which will mirror what children are learning in school. This will be a mixture of online teaching, work set, quizzes and challenges. This will follow the weekly timetable of lessons.

- Our approach and expectations regarding remote education are set out in our remote learning contingency plan
- We will keep a record of, and monitor, pupil engagement with remote learning through Teams, but we will not track this information in the attendance register

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in section 6: Leave of Absence in Term Time of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken 5 minutes after the children arrive at school and will be kept open until for another 15 minutes. The register for the second session will be taken 5 minutes after lunchtime ends and will be kept open for another 5 minutes

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by telephone on the first day of absence
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will encourage attendance by a member of SLT explaining the protective measures the school is taking to keep pupils safe. This will be done through a phone call or a video call through Teams.

6.1 Legal sanctions

Our normal rules on legal sanctions apply (as defined in section 6: Leave of Absence in Term Time of our normal attendance policy)

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time by Karen O'Shea (Head of School). At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Reason for Absence	Code
Pupil isolating due to contact with COVID-19.	X
Pupil undergoing test/awaiting results for COVID -19.	X
Pupil unable to attend school following a visit to a country on the UK Quarantine list. NB: This code should only be used for the days following the return to this country and not the period that they were out of the country.	X
Non-compulsory school aged pupil not expected to attend school, e.g. as part of an integration plan	X
Enforced closure for school or group of pupils due to an unavoidable cause.	Y
Partial closure due to a staggered start in line with school's COVID-19 risk assessment.	Y
Staggered start in September for compulsory age student, not due to COVID-19 measures.	C
Shielding – Although general shielding ended on 1 st August 2020, on rare occasions a parent/carer/children may have been advised to shield by a medical consultant. This is clearly a difficult situation and should be handled in a sympathetic, supportive and pragmatic way. When it is felt appropriate, information about this medical advice can be requested, so the school can make their decision regarding coding based on evidence. It would also be appropriate to have a discussion with the parent/carer about how the family will access support whilst isolating. Where appropriate, signpost to the support available via the Family Information Service.	C
The Head Teacher agrees with the reason for absence and considers this an exceptional circumstance. This decision should take into account the specific facts, circumstances and relevant background context.	C
The Head Teacher is not satisfied for the reason given for absence. At this time some families are experiencing challenging situations and so any discussion should be handled in a sympathetic, supportive and pragmatic way. Parents/carers should be informed if an absence is unauthorised.	O
When a confirmed COVID test result is received.	I
All other absences reported as illness.	I