



Attendance policy: coronavirus addendum



Approved by: M Gray

Date: September 2021

Last reviewed on:

Next review due by: August 2022

Contents

1. Aims and scope	2
2. Guidance and definitions	2
3. Attendance expectations	2
4. Where 'non-attendance in relation to coronavirus' applies.....	Error! Bookmark not defined.
5. Recording attendance.....	4
6. Following up absence	4
7. Monitoring arrangements.....	4
Appendix 1: absence codes	4

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 2021 until the end of the 2021/22 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 and the DfE: <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

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

Close contacts: anyone who has had the following contact with the index individual:

- Face-to-face for any length of time
- Within 1 metre for 1 minute or more.
- Within 1-2 metres for 15 mins or more (either as a one-off contact for over 15 minutes, or shorter contacts added together over one day)
- Travel in a vehicle
- Note – all children in the same classes/group may be close contacts, plus any others identified – e.g. break times, lunch times, before and after coming into the setting (including on transport)

These statements are taken from the: [Guidance for schools](#) & sits within context of the: [Coventry, Solihull and Warwickshire Outbreak Control Plan](#)

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)

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

- contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

The schools COVID-19 operational guidance sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year. This can be found by clicking this [link](#)

4.1 Pupil develops symptoms

The pupil's parent/carer must notify the school on the first day that their child develops symptoms and needs to self-isolate. The pupil will stay at home until they receive 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).

4.2 Pupil 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 admin3066@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, or if asymptomatic, from the date of the result of their test. 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).

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 on the government's red list <https://www.gov.uk/guidance/red-list-of-countries-and-territories>

The pupil must quarantine in a managed hotel for 10 full days and take 2 COVID-19 tests on arrival to the UK and return to school thereafter.

4.4 Pupil is required to shield during a local lockdown

Shielding ended on 1st August 2020. This is no longer a requirement and there is an expectation that ALL children will attend school. School will work closely with parents/carers to ease any concerns about children attending school.

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, we would signpost to the support available via the Family Information Service.

4.5 Remote learning provision

If a pupil is not attending school because they have tested positive for 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 be matched as much as possible with what children are learning in school. 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 2021/22 academic year. <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

If not covered here, our normal attendance codes apply.

Reason for Absence	Code
Pupil who have symptoms of Covid-19 or have had a positive LFT test and are awaiting PCR results for COVID -19. Where pupil has symptoms but unable to take a PCR test.	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
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