

Addendum to School Attendance Policy

1. Introduction

The implementation of the latest government guidance for the full opening of schools during the COVID-19 pandemic necessitates adjustments to existing policy and practice. In addition, there are specific changes to the recording of absence during the academic year 2020-21, in relation to coronavirus (COVID-19), which have been outlined by the DFE here and are explained in section 4 of this document.

2. Scope

This addendum applies until further notice. It sets out changes and exceptions to our usual attendance policy. Students, staff and parents should continue to follow our existing attendance policy with respect to anything not covered in this addendum. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, students and parents.

3. Expectations for Attendance

The latest government guidance states that school attendance is mandatory from September and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- School responsibility to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

As a result, we will be reverting back to our usual expectations for attendance as detailed in our Attendance Policy which can be located on the school website.

4. Absence Related to COVID-19

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where students cannot attend school due to coronavirus (COVID-19). To enable consistent recording across all schools, the DFE have added a new category for non-attendance: 'not attending in circumstances related to coronavirus (COVID-19)'. In line with current legislation, and current guidance from PHE and DHSC, the circumstances identified as examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply are listed below:

- a) Your child has coronavirus symptoms
- b) Your child has a positive test result for coronavirus
- c) Somebody in your household has coronavirus symptoms
- d) Somebody in your household has a positive test result for coronavirus
- e) NHS 'Test and Trace' have identified your child as a 'close contact' of someone either with coronavirus symptoms or someone with confirmed coronavirus.
- f) Your child has to quarantine as a result of travel
- g) Your child has received medical advice to commence/re-commence shielding

More detail to support parents and carers in these circumstances can be found in Appendix A.

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of

non-attendance due to Covid 19 will not count as an absence (authorised or unauthorised) for statistical purposes.

5. Local Lockdown

If rates of coronavirus rise locally, we may need to prevent some students from attending. We will follow the advice of Public Health England (PHE) or Department of Health and Social Care (DHSC) guidance on the measures that will be necessary in the event of a local lockdown.

6. Monitoring Arrangements

We will monitor the effectiveness of these adjustments to our policy through our usual mechanisms which include the regular monitoring and analysis of attendance at both individual and group level. We will use our analysis to intervene at individual student and group level whilst also making any necessary adjustments to the detail in the addendum.

7. Links with other Policies

This policy links to the following policies and procedures:

- Anti-Bullying Policy
- Child Protection Policy
- Behaviour Management Policy
- Equalities Policy
- SEND Policy
- Supporting students with medical needs Policy

8. Review

We may need to amend or add to this addendum as circumstances or official guidance from the local authority or Department for Education changes. Any adjustments will be communicated to staff, students and parents.

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Appendix A: Absence Related to COVID-19 – Guide for Parents

Circumstance	Action needed	Return to school when...	Absence Code
Your child has Coronavirus symptoms	<ul style="list-style-type: none">▪ Do not come to school▪ Contact school daily▪ Self-isolate▪ Get a test▪ Inform school	...the test comes back negative and they are free of the symptoms for 48 hours and no longer feel unwell, they can return to school as long as they are not isolating due to being a contact of a positive case.	X

	immediately about test result		
Your child has a positive test result for coronavirus	<ul style="list-style-type: none"> ▪ Do not come into school ▪ Inform school immediately about test result ▪ Self-isolate for at least 10 days 	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste as these symptoms can last for several weeks once the infection is gone.	X
Somebody in your household has coronavirus symptoms	<ul style="list-style-type: none"> ▪ Do not come to school ▪ Contact school daily ▪ Self-isolate ▪ Household member to get a test immediately ▪ Inform school immediately about test result 	...the household member receives a negative test result.	X
Somebody in your household has a positive test result for coronavirus	<ul style="list-style-type: none"> ▪ Do not come to school ▪ Contact school daily ▪ Self-isolate for 14 days 	...your child has completed 14 days of self-isolation.	X
NHS 'Test and Trace' or School have identified your child as a 'close contact' of someone with either confirmed coronavirus or coronavirus symptoms.	<ul style="list-style-type: none"> ▪ Do not come to school ▪ Contact school daily ▪ Self-isolate for 14 days 	...your child has completed 14 days of self-isolation.	X
Your child has to quarantine as a result of travel	<p>Before travel</p> <ul style="list-style-type: none"> ▪ Do not take unauthorised leave in term time ▪ Follow guidance in the school attendance policy relating to authorisation of term time absence ▪ Consider quarantine requirements and Foreign Travel advice when booking travel <p>If quarantine is necessary:</p> <ul style="list-style-type: none"> ▪ Do not come to school ▪ Contact school daily ▪ Self-isolate for 14 days 	...the quarantine period of 14 days has been completed.	X
• If a member of the household is classed	• None	...Child to continue to attend school	

<p>as clinically vulnerable or extremely clinically vulnerable or is pregnant then the child SHOULD attend school.</p>			
<ul style="list-style-type: none"> • If a child is clinically vulnerable and has not been advised to shield 	<ul style="list-style-type: none"> ▪ None 	<p>...Child to continue to attend school</p>	
<ul style="list-style-type: none"> • Any child who is clinically extremely vulnerable AND has medical advice advising to shield. 	<ul style="list-style-type: none"> ▪ Do not come to school ▪ Shield until you receive medical advice that the child should return to school. ▪ Parent to provide a copy of shielding letter to school ▪ schools are expected to be able to immediately offer them access to remote education. Schools will monitor engagement with this activity. 	<p>..The child is advised by a clinician or Government that they are no longer required to shield</p>	<p>X</p>