



## Attendance Policy

### Coronavirus Addendum

#### 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

To enable a safer transition in and out of school, we have implemented staggered start and finish times for different year groups and a one way system in and out of school. This is reviewed on a regular basis in line with government guidelines. As such registration times will be slightly adjusted in line with the staggered start times. Registers will still close at the times specified in the attendance policy.

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 and reflects the latest advice from the 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 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

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#### 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 office about the positive test result as soon as possible.
- 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 as these may last for some time after).
- 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 admin2634@welearn365.com.
- 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.

#### 4.5 Remote learning provision

Remote learning plans are in place for any pupils who are self-isolating, providing they are well enough. This includes:

- Whole classes or 'bubbles' who are self-isolating due to a positive case within the class
- Individuals who are self-isolating due to displaying symptoms or coming into contact with someone with symptoms and/or a positive test.

During this isolation period, learning will continue through a combination of:

- Group lessons through Microsoft Teams
- Accessing Oak Academy as directed by the class teacher
- Communication via Class Dojo
- Use of CGP workbooks which have been given to all pupils.

#### 5. Following up absence

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will arrange an appointment between the parent/carer and a member of staff to explain the protective measures the school is taking to keep pupils safe.

To ensure the safety of pupils, parents and staff, we have implemented staggered start and finish times for different year groups and a one way system in and out of school. This is reviewed on a regular basis in line with government guidelines.

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