This addendum to the Attendance and Punctuality Policy was adopted by Academy@Worden in September 2020 in response to Covid-19.

Valid for Autumn Term 2020- to be reviewed December 2020

Attendance and Punctuality Policy
Covid – 19 Addendum – September 2020

This policy addendum is not required by the DFE but as a school we have chosen to add it to our Attendance Policy to clarify our expectations and changed processes as a result of the Covid 19 Pandemic. This has been shared with the Governing Board and other stakeholders.

1.Who should attend school at this time?

The DfE have now indicated that:
- From the start of the autumn term 2020 attendance in school is mandatory and the usual rules on attendance apply
- Schools should now record attendance and follow up absence in the usual way
- The duty on parents to ensure the regular attendance of children of compulsory school age is no longer disapplied
- The ability to issues sanctions such as penalty notices is no longer disapplied

2.Provision for those students not currently able to attend due to Covid 19 related illness/testing/self isolation

Those students who are not able to attend school as a result of Covid 19 related illness or issues affecting them or their family at this time **MUST** work at home to complete the work set for them by their teachers on Teams. All work will be under the files section of Teams for that subject. Any homework will be set as an assignment.

3.The school day

The School day- will be reduced and run with staggered start and finish times and staggered break and lunchtimes.

To address the requirements of reopening safely there are some changes to processes in school. The school day is now staggered for start and finish times as follows:
Start times
Year 7- 9 – 8:45am
Year 10 & 11 – 9:00am

Finish times
Year 7-9 -2.45pm
Year 10 & 11 –3:00pm

Punctuality
Excellent punctuality remains an essential expectation for all students. Students are expected to be in school by their allocated time slot as above. The morning register closes at 9:45am and the afternoon register closes at 2:15pm . After this time, students will receive unauthorised marks if no reason for absence is provided. Please contact school in the normal way to report your child's absence on the first day of their absence.

If a student arrives late after their staggered start time then discussions will be had with the student and parents/carers to ascertain reasons why poor punctuality has happened. Students should stick strictly to the start time they are given by school.

It is important that students be on time as the school day is structured to avoid mixing year group bubbles and ease social distancing. Late students may compromise the safe running of school.

If students are late a C4 sanction will be given.

4.When should your child NOT attend school

Students who display symptoms of Covid 19 should not attend school. A test should be arranged and the results communicated to school. School will ask to see a copy of the test results in order to confirm positive cases. It is essential that school are aware at the earliest opportunity that there is a potential Covid 19 case. See symptoms listed below:

IT is **ESSENTIAL** that you do not send your child to school for 10 days if they have any of the following symptoms:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If these symptoms remain (excepting the cough) after the 10 days then they should remain at home until these symptoms pass.

Students testing negative should return to school at this point (any continued absence would be recorded as either an authorised or an unauthorised absence dependent on the evidence provided)

Students testing positive should isolate for 10 days from the onset of the symptoms

You should also not send your child to school if:

- *The household is self-isolating-* from day 1 of a member of the household showing the above symptoms, the remainder of the household should self-isolate for 14 days. If they subsequently become ill then they should isolate for 10 days or until they no longer have a high temperature and/ or loss of smell and taste or have a negative test.
- They have tested positive for Covid- 19 they should then isolate for 10 days and everyone else in the household for 14 days

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- A student in the class tests positive- we will inform you if this happens. At this point, your child should self-isolate for 14 days. **Parents should ensure that school has an up to date emergency contact number**
- If a member of your household is classed as extremely clinically vulnerable, we will discuss individually the measures that may be needed to ensure a safe return to school.
- If a member of the household is classed as clinically vulnerable or is pregnant then the student **SHOULD** attend school.

5.Absence from school

In the circumstance of a student who is due into school not attending at school at the required session time:

School will:	Parent/ carer will:
- Investigate the absence and code the register as below - Consider if any safeguarding responses are necessary - Make contact with the family if a pattern of absence develops	- Inform school by 9:00am through contacting school on 01772 421021 or by School Synergy - Provide an expected return date and a reason for the absence - If the absence is Covid- 19 related the parent should request a test and inform school of the outcome of the test

6.Students with underlying health conditions

Following recent medical advice in most cases those students shielding or with family members shielding should now return to school. In a small number of cases, students may receive a letter from their consultant to inform them that they should not return to school. These students will be offered online education. School will ask for a copy of this letter

7.The recording of attendance

Attendance registers will be marked in line with the DfE statutory guidance and as detailed in our main Whole School Attendance Policy. During this academic year, there will be the use of an additional code X. This will be used to record situations when students are:

- Self isolating
- Household isolation
- Quarantine
- Local lockdown arrangements
- Students with medical evidence from a consultant advising against school attendance due to pre-existing health concerns

This code does not count as present or absent on the student's attendance record.

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8. School attendance framework and support to encourage good attendance

The school attendance framework remains as part of our school attendance policy. In addition, during this time we have additional support for students:

- Pastoral Support for those children feeling anxious about their return to school
- Referrals to Children and Family Wellbeing Service if the child is struggling to return to regular schooling – this would need to be supported by the parents.

9. Legal intervention and Sanctions for failure to attend school regularly
The DfE have indicated that sanctions will now be used to address non-attendance at school. As a school, we will continue to offer as much support as is reasonable to prevent the need for such an approach. However, when needed legal interventions as detailed on page of the Whole School Attendance Policy will be used.

10. Requests for Leave of absence

The usual school policy applies which requires a request in advance of leave. Parents should also consider the consequences of potential quarantine on school attendance.

11.Attendance/ absence codes
The school register will be completed to follow DFE guidelines.

Code	Meaning	Use
X	Not required to attend	Used when school and parent has agreed that the student is not eligible to attend school
Y	Absent due to exceptional circumstances	Students who are eligible to attend but are shielding or self-isolating as described above. This also includes students with an EHCP were the risk assessment process has determined that they are not required in school.
B	Educated off site	Used for student attending a hub or host school
L	Lateness before register closes	
I	Absent due to illness	Any illness- including Covid – 19 symptoms We may ask to see your evidence of Covid test results.
C	Authorised absence	Used for students who are eligible but not in attendance at school due to either parental choice or other circumstances such as bereavement.
M	Medical appointment- counts as absence	An appointment card will be required as evidence of the appointment
E	Exclusion- absence	Please note that our amended behaviour policy confirms that exclusions will occur if there are serious breaches of policy.
D	Dual registered	Used for students attending alternative provision.

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From September 1st 2020 school <u>will</u> be using unauthorised marks such as O, N, and U. The usual process will apply relating to unauthorised absence and the use of Fixed Penalty Notices as per Whole School Attendance Policy

Policy to be reviewed on 1st December 1st by Mrs L Wood Assistant Headteacher I/C Attendance