

## Suggested addendum to the Whole School Attendance Policy in the light of Covid- 19 (Secondary)

Valid: June 1<sup>st</sup>- 30<sup>th</sup> 2020

### 1. Who should attend school at this time?

- Vulnerable children for whom our risk assessment process indicates they would be best placed in school (this applies to those students with an EHCP and also those open at CIN and CP level to Children's Social Care alongside other students where we have agreed a placement in school is in their best interests)
- Students of key workers (where required)  
8.40am to 3pm - Main Hall - Break 10.30am to 10.50am - Lunch 12noon to 12.30pm
- Year 10 students *with the rota below from June 22<sup>nd</sup>*  
Pod A - 9am to 12.30pm - Break 11am to 11.20am  
Pod B - 9.30am to 1pm - Break 11.30am to 11.50am

ROTA	Mon	Tues	Wed	Thurs
w/c 22/6/20	Group 1 Pods A & B	Group 2 Pods C & G	Group 3 Pods D & E	Group 4 Pods F & H
w/c 29/6/20	Group 1 Pods A & B	Group 2 Pods C & G	Group 3 Pods D & E	Group 4 Pods F & H
w/c 6/7/20	Group 1 Pods A & B	Group 2 Pods C & G	Group 3 Pods D & E	Group 4 Pods F & H
w/c 13/7/20	Group 1 Pods A & B	Group 2 Pods C & G	Group 3 Pods D & E	Group 4 Pods F & H

### 2. Provision for those students not currently eligible for a place in school

Those students who are not eligible for a place at this time **MUST** work at home to complete the work set for them by their teachers on *Doddle and Microsoft Teams*

### 3. What if I do not want a place in school for my child at this time?

Eligible children – including priority groups – are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable.

Parents will not be penalised if their child does not attend school at this time. **However, we will be working with our students and their families to prepare them for a return to school.** If a student is not engaging with the remote learning set, we may ask that your child begin to attend school so they are not vulnerable in terms of poor educational outcomes on the return to school.

School registers will be used and absences will be recorded. At this time, all absences will be recorded as authorised. The data held in School Attendance registers at this time will not count towards your child's or to the school's overall attendance data.

#### 4. When should your child NOT attend school

It is **ESSENTIAL** that you do not send your child to school for 7 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 7 days then they should remain at home until these symptoms pass.

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 7 days or until they no longer have a high temperature and/ or loss of smell and taste
- They have tested positive for Covid- 19- they should then isolate for 7 days
- 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**
- Any student who is classed as clinically extremely vulnerable should not attend school- **You will know this as you will have a letter to direct your child to shield. We may ask for a copy of this letter**
- Any student who is clinically vulnerable AND has medical advice advising to shield. **We may ask to see a copy of this advice.**
- 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. We will only ask for a return to school in cases where we are clear that strict social distancing can be adhered to at all times
- If a member of the household is classed as clinically vulnerable or is pregnant then the student SHOULD attend school.

#### 5. What happens if my child develops symptoms when on site?

In this situation, we will make immediate contact in order to send the student home. **It is ESSENTIAL that parents have provided us with up to date contact details and that parents respond quickly to enable us to remove the student from site as soon as possible.**

Parents/ carers should ensure that a test is requested and inform school of the result of this test as soon as possible, *pending the results of the test the class does not attend school.*

If the test is positive then the student should remain at home for 7 days and the class group will be self-isolated.

If the test is negative then the student should return to school as soon as they are well.

## School procedures

- **The School day**

One group in school Monday to Thursday, if pupil numbers dictate, groups will split into 2 smaller subgroups.

Start times and finish times will be staggered (9am-12.30pm and 9.30am-1pm)

### 1. 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:
<ul style="list-style-type: none"> <li>• Investigate the absence and code the register as below</li> <li>• Consider if any safeguarding responses are necessary</li> <li>• Make contact with the family if a pattern of absence develops</li> </ul>	<ul style="list-style-type: none"> <li>• Inform school by 10am through Synergy</li> <li>• Provide an expected return date and a reason for the absence</li> <li>• If the absence is Covid- 19 related the parent should request a test and inform school of the outcome of the test</li> </ul>

### 2. Punctuality

We expect that students arrive at school at 9am or 9.30am prompt, if pupils arrive after 9.45am they *will be deemed as late, resulting in none admittance to the school building.*

Students will be registered in their form registration groups on paper/synergy

*What is the consequence of poor punctuality?*

The school registers will officially close at 10am and if pupils within 15 minutes of the designated start time they will be declined access to school.

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

If students are, late a senior member of staff will speak to them and contact will be made to parents/ carers.

### 3. Attendance/ absence codes

The school registered 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 have no symptoms and are isolating as a household. This also includes students with an EHCP where the risk assessment process has determined that they are not required in school.

<b>B</b>	Educated off site	Used for students attending a hub or host school
<b>L</b>	Lateness before register closes	
<b>I</b>	Absent due to illness	Any illness- <b>including Covid – 19 symptoms</b> We may ask to see your evidence of Covid test results.  <i>We will not be following our usual practice of requesting medical evidence at this time. This requirement will resume when it is safe to do so.</i>
<b>C</b>	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.  This code will also be used if no reason for absence is provided.
<b>M</b>	Medical appointment- counts as absence	<i>If appointment is made during school time we will require proof of the appointment</i>
<b>E</b>	Exclusion- absence	Please note that our amended behaviour policy confirms that exclusions will occur if there are serious breaches of policy.
<b>D</b>	Dual registered	Used for students attending alternative provision.

**During this time, school will not be using unauthorised marks such as O, N, and U**

#### **4. Legal intervention**

**Absences during this period are exempt from prosecution.**

*Under the Coronavirus Act 2020, we have disapplied certain statutory provisions, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996). This means that parents will not be penalised if their child does not attend school.*

#### **5. Leave requests**

The protocol and school policy around leave in term time remains the same. This will only be granted in exceptional circumstances. Parent/cares must request permission for the leave BEFORE the absence. Requests cannot be agreed retrospectively.

*Whilst the current situation feels exceptional to us all this should not in itself be seen as an exceptional reason to support a request for leave. The Covid- 19 situation has affected upon all families. The lengthy absences from school were unavoidable but once we are able to return to face to face teaching it is essential that we have full classes to enable students to fill in any learning gaps.*

**Policy to be reviewed on June 30th**