

Attendance Policy Addendum 2020 - Covid 19

This policy addendum has been written to reflect changes in our Academy and following wider opening of schools during the Coronavirus pandemic. It should be read in conjunction with St. Edward's Academy Cheddleton's Attendance Policy 2020-2021, which reflects our usual practise for monitoring attendance.

Rationale

The DfE 'Guidance for Full Opening: Schools' (updated August 7th) states that:

'it is vital for all pupils to return to school to minimise as far as possible the longer-term impact of the pandemic on pupil's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.'

SEAC's rules on school attendance can be found in our Attendance policy 2020-2021. The impact of COVID-19 upon our school community has also been considered and as a result there have been some amendments made to this policy which are outlined below:

Arriving Late

During this time, pupils should arrive at SEAC between **8.45-9.15am** following our one-way system (refer to School reopening letter September 2020). Any **late pupils (between 9.15-9.25am)** should enter the school through the main office entrance. The register **MUST** be taken by **9.20 am**.

The registers officially close at **9.40am** and any pupil arriving after this time will be marked absent for the session.

All other attendance procedures for arriving late remain the same.

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

If pupils have symptoms then they must self-isolate and get a test.

- If a pupil tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.
- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

- If the member of the household tests negative, the pupil can stop self-isolating and can return to school.
- If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms.

In all cases of self-isolation, absence will not be penalised. If a pupil does not return to school following a positive or a negative test then this will be recorded as an authorised absence related to illness. Parents need to inform Mrs Leese about the outcome of the test on 01538 714843, d.leese@stedwardscheddleton.co.uk. We do not require evidence of negative test results.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

If pupils have had close contact with someone who has tested positive for coronavirus (COVID-19) but do not have symptoms themselves they may be required to self-isolate. The NHS test and trace guidance states that a person

should self-isolate for 14 days in these instances. If this case is confirmed in school, then the local health protection team will provide advice on who will need to self-isolate for 14 days. In these instances, absence will not be penalised and remote education will be offered.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Please note that holidays taken in term time may be subject to a fixed penalty notice. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. In these instances, absence during quarantine will not be penalised and remote education will be offered.

Local Lockdown

If rates of the disease rise in our local area we may need to prevent some children from attending. In these instances, SEAC will follow Public Health England (PHE) and/or the Department of Health and Social Care (DHSC) guidance on what measures are necessary. If anyone is classed as clinically extremely vulnerable, they will receive a letter informing them to shield where rates remain high. All children are expected to return once measures in the local area are lifted and those who are shielding will be contacted by Mrs Leese. In these instances, absence during local lockdown will not be penalised and remote education will be offered.

Remote education

If a pupil is not attending SEAC due to circumstances related to coronavirus (COVID-19), we will offer remote access to their learning via Class Dojo (individual basis) or our website (year group basis). We expect that this is completed if your child is well enough. If your child accesses remote education, teachers will keep a record of, and monitor engagement throughout. Engagement with this will be recorded within their MYOL (My Year of Learning report).

Pupils and families who are anxious about return to school

All other pupils must attend school. If you have any concerns about returning to school or if your child is anxious, please speak to Mrs Leese (01538 714843, d.leese@stedwardscheddleton.co.uk) and we can offer support as appropriate.

Attendance Codes

From the beginning of the new academic year, SEAC will return to using the attendance and absence codes in use before the outbreak, in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)'. Please see the table below for an explanation of changes to codes at this time:

Code	Reason	Duration
X	Not attending in circumstances related to coronavirus – The pupil is symptomatic.	This should only be used from the symptomatic period up until a coronavirus test.
X	Not attending in circumstances related to coronavirus – A household member is symptomatic and / or has tested positive for coronavirus.	For 14 days from when the household member first had symptoms or until negative coronavirus test result.
X	Not attending in circumstances related to coronavirus – The pupil has been in close contact with someone who has tested positive for Coronavirus.	For 14 days from when contact was made with the infected person.

X	Not attending in circumstances related to coronavirus – The pupil has been on holiday to a country where quarantine restrictions apply.	For 14 days from return to this country.
X	Not attending in circumstances related to coronavirus – The school has limited attendance for certain groups.	Until local lockdown restrictions are lifted.
X	Not attending in circumstances related to coronavirus – The family is shielding as they have received a letter advising them to do so due to local lockdown.	Until local lockdown restrictions are lifted.
I	Illness	This should be used following a positive or negative test if the pupil remains unwell and is absent.

We will also continue to use this code X for non-compulsory school aged pupils who are not expected to attend a session.

The following Government documents have been considered when writing this Addendum:

- DFE – Guidance – Addendum: Recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year: Updated August 6th 2020.
- DFE – Checklist for school leaders to support full opening: behaviour and attendance: Updated July 9th 2020.