

Attendance Policy: coronavirus addendum

New Bewerley Community School.



Approved by: Governors

Date: 14/10/20

Last reviewed on:
14/10/20

Next review due by:
14/12/20

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

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.

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.

This addendum reflects the latest advice from The Local Authority (Leeds).

A 'close contact' 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').

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 the information outlined in the Authorised Absence section of our normal attendance policy
- › They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

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

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

Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible. They must contact the school office at their earliest convenience. If it's the weekend or school holidays they can use the contact form on the school website.

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).

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. If you've been in close contact with someone who has coronavirus and need to self-isolate, you will be contacted by test and trace. Parents will be contacted on the behalf of children. See the definition for 'close contact' above.

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.

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 by the letter being forwarded to the school office via the contact form on the school website contact form. 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.

Remote Learning

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

The school uses Seesaw (an online learning platform) to set work for those children who are not attending school due to COVID-related reasons. These tasks are linked to the work set in class that day. This ensures that gaps are not appearing in the children's learning. Teachers give feedback virtually on this work. Where the children do not have access to the internet or suitable devices, home learning packs are provided and sent home to the child.

All parents have been contacted to make sure that their child can access the platform. Please call the school office if you or your child cannot access Seesaw.

Attendance and Punctuality

Pupils must arrive in school at their designated time slot on each school day. 8.40am for families of children and 8.50am for individuals. Families with their youngest child in Reception, 1 or 2 must use the MUGA entrance. Families with their youngest child in 3, 4 or 5 must use the Bismarck Drive entrance. Individuals in Reception, 1 or 2 must use the MUGA entrance. Individuals in 3, 4, 5 or 6 must use the Bismarck Drive entrance. Parents and Carers of children in Reception 1 or 2 can escort their child to their classroom door.

Following up Absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by telephone call or home visit.
- Notify their social worker, where they have one

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 a phone call / meeting between the parent/carer and the attendance team to explain the protective measures the school is taking to keep pupils safe.

Legal Sanctions

Our normal rules on legal sanctions apply for non-attendance and absence from school as outlined in our school Attendance Policy.

A request form for Extended Leave and Exceptional Circumstances must be completed by the parent/Carer and each application will be considered individually.

Monitoring Arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time by Louise Shea, FSW, at every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country

X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown