

Attendance policy: coronavirus addendum

Chadsmead Primary Academy



DRAFT

Approved by:

Local Governing Body

Date: October 2020

Next review due by:

This policy will be reviewed as guidance from the LA or Department for Education is updated.

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

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.

This addendum reflects the latest advice from Staffordshire County Council.

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 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

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 about the positive test result as soon as possible via MyEd, email:office@chadsmead.staffs.sch.uk or telephone 01543 421850.

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).

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 isolate due to Test & Trace notification

The pupil's parent/carer must notify the school about this as soon as possible via MyEd, email:office@chadsmead.staffs.sch.uk or telephone 01543 421850.

The pupil would need to self-isolate for 14 days, after which the parent should return the pupil to school if no new symptoms have arisen.

4.4. 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.

4.5 Pupil is clinically extremely vulnerable 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 office@chadsmead.staffs.sch.uk or a photograph via MyEd or a photocopy to the school address.

The pupil will stay at home. Once the local measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

4.7 Remote learning provision

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.

- Our approach and expectations regarding remote education are set out in our remote learning plan, which can be found on our website under the 'Covid-19' tab.
- We will monitor pupil engagement with remote learning, but we will not track this information in the attendance register.

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session.

Pupils must arrive in school at their designated time slot on each school day.

6. 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 first and then MyEd

› 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 speak with the parent/carer directly. During this conversation we will reassure the parent/carer and explain our protective procedures around school. Extra provision will also be discussed.

6.1 Legal sanctions

The normal rules on legal sanctions will be considered after discussion with parents/carers, Education Welfare Officer and child missing in education.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated.