



# COVID-19 Attendance Policy – April 2020

## An Addendum to the current Attendance Policy

### Introduction

This addendum to our current Attendance Policy will be communicated to pupils, parents and staff. The aim of this policy is to continue to promote good standards of attendance within our school, all eligible children should attend, and will be encouraged to do so. However, in light of the current situation of COVID 19, parental choice, periods of prolonged illness and self-isolation, will need to be managed accordingly.

### Attendance Expectations for Children

1. No one with symptoms should attend the setting for any reason.
2. A child showing any symptoms or if they are self-isolating due to symptoms in the household they live within, must not attend school and will not be allowed entry to the school.
3. If a child displays symptoms whilst in school, they will be self-isolated and sent home immediately.
4. All eligible pupils who have chosen to return to school, are expected to attend every day.
5. Children with a keyworker parent can attend the Critical Worker provision. Parents must book this provision by Thursday morning at 9am for the following week.
6. Children who are self-isolating or clinically vulnerable are NOT required to attend.
7. If someone in a child's household is extremely clinically vulnerable, they should not attend.

### Attendance Expectations for Parents

1. Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped, and in a fit condition to learn.
2. If a child is prevented for any reason from attending, parents are still requested to notify the school on the first day of absence and by 9am as per our normal attendance procedures.
3. Attendance of vulnerable pupils and keyworker children will be prioritised. Parents will be contacted promptly via phone or text if any concerns arise over a child's attendance, so that staff can explore the reason with them and address the barriers together.
4. Attendance of children defined as 'vulnerable' will be prioritised. We will work with families, social workers, the inclusion team and parents to decide on the best provision for their children.
5. Contact will also be made with families whose absence levels were high before lockdown and support provided to return to regular attendance.
6. Parents will not be fined for non-attendance at this time.
7. Parents still do not have the right to take their child out of school for a holiday and will be strongly discouraged to do so, although FPNs will not be issued during this period of partial opening.

### Expectations for Reporting Attendance

1. Schools should resume taking their attendance register and continue to complete the online Educational Setting Status form by 12pm daily which gives the Department for Education daily updates on how many children and staff are attending.
2. As we implement a slightly staggered start time, we will temporarily extend the register being open.
3. School will continue to follow normal procedures when a child who is on the returning register does not attend.
4. School will not be held to account for attendance levels.
5. School will not refer families to the council for low attendance and prolonged periods of absence. Under the Coronavirus Act 2020, the law has been relaxed, 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).
6. School will continue to inform social workers where children with a social worker do not attend.
7. New code guidance has been published. School should use the codes suggested on this attachment page to record attendance and absence in the attendance register.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-foreducational-settings/process-for-recording-attendance-and-using-the-educational-setting-statusform>