



Houghton St. Giles C.E. Primary Academy Attendance Policy Addendum - Covid 19

This policy amendment has been written to reflect changes following wider opening of schools during the Coronavirus pandemic and should be read in conjunction with the school's Attendance and Safeguarding Policies.

DfE guidance *Actions for education and childcare settings to prepare for wider opening from 1 June 2020* (updated May 12th) states:

Attendance

No one with symptoms should attend a setting for any reason. Eligible children - including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. Families should notify their nursery/school/college as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. Parents will not be fined for non-attendance at this time, and schools and colleges will not be held to account for attendance levels. Schools and colleges should continue to inform social workers where children with a social worker do not attend.

Schools and colleges should resume taking their attendance register and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending. The Department will continue to monitor attendance at early years settings, via local authorities. This is to ensure that we have up-to-date information on available early years and childcare provision during the coronavirus outbreak, which children are accessing it and to monitor sufficiency in particular areas.

Houghton St. Giles C.E. Primary Academy will:

- Resume the register of attendance on SIMS according to the following codes.

| Attendance scenario | Recorded as |
|---|-------------|
| Children in attendance | Present / |
| Children absent for reason not yet known | N |
| Children absent from school due to illness other than COVID-19 | I |
| Children unable to attend due to requirements of self-isolation relating to confirmed or suspected case of COVID-19 | Y |
| Children in year groups for whom school is open but parents have opted to keep their child at home | C |
| Children in year groups for whom school remains closed | X |

- Contact parents (email/telephone call) if a child who is expected to be in school does not attend and school is not notified.
- Explore reasons for non-attendance and address barriers to attendance with them as appropriate.
- Use school medical records to identify those children who fall into either the ‘clinically vulnerable’ group or the ‘clinically extremely vulnerable’ group or who live with someone in either of these categories.
- Carry out regular ‘safe and well’ checks with children considered to be ‘vulnerable’ at least weekly (including but not limited to children with an EHCP, (P)LAC, children with a Social Worker (CP / CIN) if these children are not in school.
- Continue to liaise with a child’s Social Worker should they not attend school.
- Parents of Key Worker children who do not need full time childcare may choose to send their child to school on some days of the week.
- Other children who have returned to school following wider reopening will be expected to attend school full time.
- No Fixed Penalty notices will be issued for unauthorised absence during the period of time covered by this policy (expected to be until the end of July 2020 in the first instance.)
- Children will attend for a full day unless unwell and a decision is made to send them home.
- Children who display any potential symptoms of COVID-19 will be immediately isolated and parents will be contacted and requested to collect the child immediately.
- Children who have displayed symptoms must stay away from school for 7 days or until they are well (if longer) or until a negative COVID-19 test is received.
- If a member of their household displays symptoms (or receives a positive COVID-19 test) they should self-isolate for 14 days. Should the household member receive a negative test result, the child may return to school.
- Should a suspected case of COVID occur in school, all staff and children within the associated ‘bubble’ must be sent home and told to self-isolate for 14 days (or until a negative COVID-19 text is received).
- Children and staff are eligible for a COVID-19 test and a test should be arranged should any symptoms be shown and following advice from NHS 111.

Staggered start and end times

Staggered start times and places have been introduced to allow safe entry of the children and to avoid the mixing of social bubble groups.

Office Entrance

Key worker pupils: 8:45am drop off and 3.25pm collection - Mrs Hodgkins and Mrs Stickley

Main school gate

YR: 8.45am drop off and 3pm collection - Miss Hulme and Miss Plant

Y1: 9am drop off and 3:15pm collection - Mr Whittick and Miss Hulme

Y6: 9:15am drop off and 3:25 collection - Miss Hulme and Miss Titterton

Registers will be kept open for 10 minutes following the entrance time of each group. Children expected to be in Reception, Year 1 and Year 6 must contact the school office regarding absence. Children using key worker provision have places allocated every day and will attend on the days required without required notice. If children are not in school when expected and parents/carers have not contacted the school, normal absence procedures will be followed.