



Covid-19 Attendance Policy Addendum

September 2020

From September 2020 children in all year groups in main school, will return to school full- time. Attendance will be mandatory and the usual rules on attendance will apply. It is a parent/carers' duty to ensure that their child of compulsory age attends school regularly. Families will not be penalised for following official public health advice for their child. Returning to school is vital for children's education and for their wellbeing.

Registration times are as follows:

Reception	9:00 -15:05
Year 1	8:50 -14:55
Year 2	9:10- 15:15

The school register will officially close at 9:25. All pupils arriving after this time will be marked as having an unauthorised absence for the morning session. (U Code) Afternoon registration is 13:25.

Families should inform the school of any absences in accordance with the attendance policy. It is the schools responsibility to record attendance and follow up absence in accordance with the attendance policy. School will continue to issue sanctions including Fixed Penalty notices in with the local authority's code of conduct.

- If a pupil is displaying one or more of the three listed symptoms of COVID-19 they should not attend school. Families should inform the school immediately and arrange a test (NHS 119). They should self-isolate until they receive the test result. Their family should also self-isolate. In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. If a pupil tests negative and no longer has symptoms similar to COVID-19 they can stop isolating and return to school.
- If a pupil tests positive, they should continue to self-isolate for 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.
- Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).
- NHS test and trace. (If you are contacted by NHS Test and Trace because you have been in close contact with someone who has tested positive for coronavirus your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and hand washing and avoid contact with others at home).
- As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

- Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again, that parents will be able to share with the school. Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school.

Local Lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' will be authorised.

Attendance Codes

pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' attendance will be recorded using code X. This is an authorised absence.

- If a child/family member is self-isolating Code X should only be used up until the time of the negative test result when the pupil can return to school. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

Remote Education

- If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), they will be given access to remote education and/or set work to be sent home.

Data Collection

- School should submit daily attendance data to the DFE