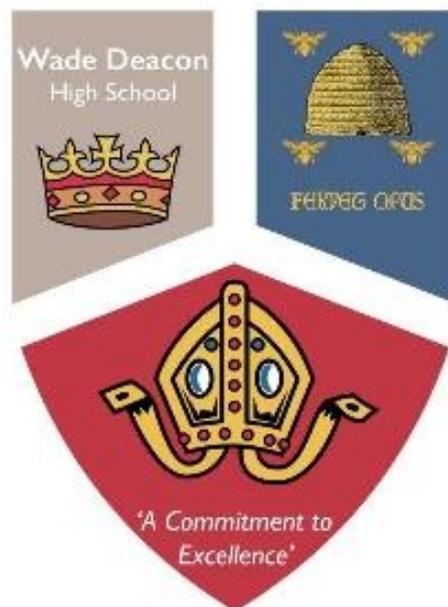




Attendance & Leave of Absence Policy: Covid-19 Addendum



Policy & Procedure Number: 11

Date of Board of Governors Review: Spring 2021

Next Review Due: Spring 2022

School Link: Mr Matthew Deeney

Revision Number: v2



1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Allowing and encouraging vulnerable children to access full-time education in school
- Allowing the children of critical workers to access full-time education in school if parents/carers cannot keep them at home
- Following up on absence among any pupils who we expect to attend school

This addendum applies during the national lockdown currently in place. 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 restricting attendance during the national lockdown, and its addendum to the school attendance guidance for the 2020/21 academic year.

In section 4.3 of this addendum, where we refer to 'close contact', this means:

- Face-to-face contact, including:
 - Being coughed on
 - A face-to-face conversation within 1 metre
- Being within 1 metre for 1 minute or longer without face-to-face contact
- Sexual contact
- Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)
- Travelling in a small vehicle or a plane

This definition is from the DfE's guidance on restricting attendance during the national lockdown (linked above, page 24).

3. Pupils eligible to attend school during national lockdown

3.1 Vulnerable Children

We expect all vulnerable children to attend school. In particular, children with a social worker are expected to attend due to their safeguarding and welfare needs.

The definition of vulnerable children includes those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including:
 - Looked-after children



- Children with a child in need plan
- Children with a child protection plan
- Have an education, health and care (EHC) plan
- The school may consider other children as vulnerable and offer a place in school despite not falling into the categories above. This will be at the discretion of the school.

Parents/carers must inform school if their child:

- Falls into one of the categories above (and is therefore expected to attend school) but parents/carers wish for their child to learn from home
- Has had a change in circumstances, which means their child now falls into one of the categories above
- Does not fit into one of the categories above but parents/carers have concerns that their child is otherwise vulnerable

3.2 Children of critical workers

Parents/carers who are critical workers **should keep their child at home if they can**. If this is not possible, children of critical workers are able to attend school.

Critical workers are those whose work is critical to the coronavirus and EU transition responses, including parents/carers who work in:

- Health and social care
- Education and childcare (including social workers)
- Key public services (including the justice system, religious staff, charities delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting)
- Local and national government who are involved in delivering the coronavirus response, EU transition or essential public services
- Food and other necessary goods
- Public safety and national security
- Transport and border (including transport systems through which supply chains pass, and the construction and operational support of critical transport and border infrastructure through which supply chains pass)
- Utilities, communication and financial services

A more detailed list of critical workers is available on the government website [here](#).

Parents/carers that qualify must notify the school if they wish for their child to attend by completing the weekly survey that is sent via Synergy.

We may request evidence from parents/carers of their job role. This could be an ID badge, a letter provided by your employer which confirms your critical worker status, a payslip or contract.



4. Where 'not attending in circumstances related to coronavirus' applies

For the 2020/21 academic year, there is a new category of non-attendance to capture circumstances where pupils cannot attend school due to COVID-19: 'Not attending in circumstances related to coronavirus'.

This applies 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 or transmission of coronavirus

For example:

4.1 Pupil is not eligible to attend school and must stay at home

Pupils that do not fit into an eligible group (see section 3) must follow public health advice and not come into school.

4.2 Pupil due to attend school develops symptoms or lives with someone who develops symptoms

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 result.

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 (e.g. with a different illness).

If the symptomatic person the pupil lives with tests negative: the pupil will stop self-isolating and return to school.

4.3 Pupil due to attend school 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. Parents should contact the school via email on attendance@wadedeacon.co.uk

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms (i.e. the day the symptoms started and the next 10 full days), 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 tests positive, the pupil must self-isolate for 10 days from the onset of the household member's symptoms (as above, the isolation period includes the day the symptoms started and the next 10 full days).

If a 'close contact' of the pupil tests positive, the pupil must self-isolate for 10 days from the day after the pupil last met with the 'close contact' who received the positive result (i.e. the isolation period includes the date of the last contact and the next 10 full days).

See the definition for 'close contact' in section 2 of this addendum.



4.4 Pupil due to attend school is required to shield

Shielding is in place during the national lockdown. Pupils who are clinically extremely vulnerable should not attend school. Please note that school may request a copy of the letter as evidence.

5. Remote learning provision

The school will provide access to remote education for pupils not attending school for the scenarios included in the section above, or other examples that come under the category of 'not attending in circumstances related to coronavirus'.

Please refer to the Remote Learning section of the school website for up to date information.

6. Recording attendance of all pupils

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances'
- Not attending in circumstances related to coronavirus

See appendix I for the relevant absence codes and when we will use them.

7. Following up on 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 making contact with home via Synergy or phone call. If we are unable to make contact, a welfare visit will be carried out by the attendance team. (Please refer to the attendance policy for further details on following up on absence)
- Notify their social worker, where they have one

Parents will not be penalised if their child does not attend school during this period.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or Department for Education is updated. At every review, it will be approved by the full governing board.



Appendix I: pupil absence codes

The following codes are taken from the DfE's guidance on restricting attendance during the national lockdown, and its addendum to the 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 related to coronavirus (COVID-19)	Pupil is not eligible to attend school and is learning from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is a child of a critical worker (and therefore eligible to attend school) but is learning from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is a child of a critical worker attending school part-time, and not expected to attend this session
C	Leave of absence authorised by the school	Pupil is a child of a critical worker and expected to attend the session, but has not attended (and there isn't another authorised absence code that is more applicable)
C	Leave of absence authorised by the school	Vulnerable pupil is eligible for a place in school but their parent/carer wants them to learn from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because they have symptoms or live with someone who has symptoms, and are waiting for their test results
I	Illness	Pupil due to attend school remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil due to attend school has to continue to self-isolate because they tested positive



X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because someone they live with tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because they are a close contact of someone who tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is required to shield