

## **Attendance Policy: coronavirus addendum**

### **Aims**

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

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to coronavirus

This addendum applies 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 students.

### **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.

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](#)

### **Attendance expectations**

It is mandatory for all students 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)

### **Where 'non-attendance in relation to coronavirus' applies**

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student'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 Student develops symptoms or lives with someone who does**

The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the student's test result is negative:** the student 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 student lives with tests negative:** the student will stop self-isolating and return to school

#### **4.2 Student or a 'close contact' of theirs receives a positive test result**

The student's parent/carer must notify the school about the positive test result as soon as possible, emailing the Attendance Officer on [shegarty@raynespark.merton.sch.uk](mailto:shegarty@raynespark.merton.sch.uk)

Students 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 or a loss of sense of smell or taste).

If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 10 days. The student must do this from when the member of their household first had symptoms, or the day the student 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. Student 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 student must quarantine for 10 days on their arrival to the UK and return to school thereafter.

#### **4.4 Remote Learning provision**

If a student is not attending school because of circumstances related to coronavirus, but where the student is not ill, the school will provide the student access to remote education.

***From January 2021:*** Our approach and expectations regarding remote education are set out in our Remote Learning Plan that can be found on our website. Students will be expected to log on at 8.45am on the days they have tutor time/assembly (Monday, Wednesday and Friday) and by 9am on Tuesday and Thursday. Students who fail to log on will be contacted by a member of the Pastoral Team and receive an absence text from the Attendance Officer by 11am. We will keep a record of and monitor student engagement with online provision.

### **Recording attendance (from September 2020)**

We will take our attendance register at the start of the first session of each school day and again during the second session (in addition to registers taken at the start of every lesson). It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances'
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Students must arrive in school/log in at their designated time slot on each school day.

***From January 2021:*** The register for the first session will be taken at 8.45am for all year groups and will be kept open until 9.30am. The register for the second session will be taken at 12.30pm.

### **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
- Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carers are concerned about returning to school because of coronavirus, we will arrange a phone call/Teams meeting between the parent/carers and a member of the SLT to explain the protective measures the school is taking to keep students safe

### **Monitoring arrangements**

This policy will be reviewed as guidance from the LA or Department for Education is updated by L. Finan, Assistant Headteacher with responsibility for safeguarding and attendance.

### **Appendix 1: see table below**

## Appendix 1: Absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
<b>I</b>	Illness	Student remains unwell following a negative test result (i.e. with a different illness)
<b>I</b>	Illness	Student has to continue to self-isolate because they tested positive
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to self-isolate (for 10 days) because someone they live with tested positive
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to self-isolate (for 10 days) because they are a close contact of someone who tested positive
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to quarantine (for 10 days) after a trip to a non-exempt country
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Student is required to shield in the case of a local lockdown, or lives with someone who is required to shield
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Student is asked not to attend in the case of local lockdown