



ATTENDANCE POLICY ADDENDUM

Academic year 2020 - 21 - Autumn Term 2020

(To be reviewed when appropriate)

Expectations of Attendance

The DfE have now indicated that:

- From the start of the autumn term 2020 attendance in school is mandatory and the usual rules on attendance apply
- Schools should now record attendance and follow up absence in the usual way
- The duty on parents to ensure the regular attendance of children of compulsory school age is no longer disapplied.
- The ability to issue sanctions such as penalty notices is no longer disapplied.

The School Day

To address the requirements of reopening safely there are some changes to processes in school.

The school day is: Start time: 8.45 am – Finish time 15:15 pm (Monday to Thursday). Friday school finishes at 14:25 pm

Excellent punctuality remains an essential expectation for all pupils.

Pupils are expected to be in school by 8:45 am

The morning register closes at 9:30am

And the afternoon register closes at 13:15 pm. After this time, pupils will receive unauthorised marks.

The recording of Attendance registers will be marked in line with the DfE statutory guidance and as detailed in our main Whole School Attendance Policy.

During this academic year, there will be the use of an additional code X. This will be used to record situations when pupils are:

- Self isolating
- Household isolation
- Quarantine
- Local lockdown arrangements
- Pupils with medical evidence from a consultant advising against school attendance due to pre-existing health concerns.

This code does not count as present or absent on the pupils attendance record.

The school attendance framework remains as in our school attendance policy.

Sanctions for failure to attend school regularly remain the same.

As a school, we will continue to offer as much support as is reasonable to prevent the need for such an approach. However, when needed, legal interventions as detailed in our Attendance Policy will be used.

Leave Requests

The usual school policy applies which requires a request in advance of leave.

Parents should also consider the consequences of potential quarantine on school attendance.

Pupils who should NOT Attend School

- Pupils who display symptoms of Covid 19 should not attend school. A test should be arranged and the results communicated to school.
- School will ask to see a copy of the test results in order to confirm positive cases. It is essential that school are aware at the earliest opportunity that there is a potential Covid 19 case.
- Pupils testing negative should return to school at this point (any continued absence would be recorded as either an authorised or an unauthorised absence dependent on the evidence provided)
- Pupils testing positive should isolate for 10 days from the onset of the symptoms.
- Pupils with underlying health conditions following recent medical advice. In most cases those pupils shielding or with family members shielding should now return to school. In a small number of cases, pupils may receive a letter from their consultant to inform them that they should not return to school. These pupils will be offered online education.

School will ask for a copy of this letter.