



PensMeadowSchool

Living, Growing, Learning

Attendance Policy Addendum

Recording attendance in the school
attendance register during the coronavirus
outbreak

Guidance Updated 5th March 2021

8TH MARCH 2021

NEXT REVIEW DATE: AS REQUIRED

Staff Responsible:
MICHAL PAWLOWICZ

Context

From 8 March 2021, all pupils are required to attend school. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest government guidance to set out the additional measures that have been put in place to support pupils' attendance at school.

Attendance expectations

From the 8 March 2021, attendance is mandatory for all pupils.

From this date, the usual rules on school attendance (as set out in the main body of this policy) will apply, including:

- Parents' duty to ensure that their child attends school regularly.
- The school's responsibility to record attendance and follow up absence, in line with the procedures set out in the main body of this policy.
- The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

The school will ensure pupils do not attend the school site where they are displaying symptoms of, or have tested positive for, coronavirus, or are in a household, childcare or support bubble with an individual who is displaying symptoms of, or has tested positive for, coronavirus.

From the week commencing 8th March secondary age pupils will be offered home testing kits in line with Rapid testing – home testing kits document shared on the school website.

Shielding or self-isolating pupils

The school will stay up-to-date with all relevant national and local public health advice regarding shielding and self-isolation, communicating any changes to all relevant stakeholders.

Absences relating to pupils following clinical and/or public health advice will not be penalised.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Remote Learning Policy.

Absences due to shielding or self-isolation will be recorded with Code X.

The school will follow the measures set out in the Covid 19 Risk Assessment in all circumstances where self-isolation is required.

The school may request a copy of a shielding pupil's medical letter to confirm their status where necessary.

Where a vulnerable pupil is required to self-isolate, the school will notify their social worker (if they have one), secure a method of maintaining contact with the pupil, and ensure the pupil has access to remote education.

Reluctance to return to school

The school will remind parents of their legal duty to ensure their child attends school, and parents will be advised to contact the school if they have concerns about their child returning to school.

If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school.

Monitoring attendance

The School will monitor the attendance rates once the school is open to all pupils.

Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to re-engage affected pupils with school attendance.

An agreed member of the SLT will complete the 'Educational setting status form' on a daily basis, based on the information on the attendance register.

The school will use the DfE's list of sub-codes in the management information system (MIS) to record non-attendance related to coronavirus. These are:

- Code X01: Non-compulsory school age pupil not required to be in school
- Code X02: Pupil self-isolating with coronavirus symptoms
- Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus inside the school setting
- Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus outside the school setting
- Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
- Code X06: Pupil not in school because they have been advised specifically by their doctor or public health authority that they are clinically extremely vulnerable and should not attend school
- Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government guidance
- Code I01: Non-coronavirus related illness
- Code I02: Illness (confirmed case of coronavirus)

Monitoring and review

This appendix will be reviewed in line with any public health updates by the Deputy Headteacher.

Any changes made to the policy will be communicated to all relevant stakeholders.

This policy will be reviewed in line with the guidelines set out by DfE.