

## **Addendum to the Whole School Attendance Policy in the light of Covid- 19 (Secondary)**

### **Academic year 2020 -21**

This policy addendum is not required by the DfE but schools may find it helpful to clarify their expectations and changed processes. It should be amended as appropriate for your setting. This should also be shared with the Governing Board and other stakeholders. It would be helpful to have information on the school website to support.

Some suggested additions are in blue

#### **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:

9.00 a.m. to 3.30p.m. (2.40 p.m. on Wednesday)

Excellent punctuality remains an essential expectation for all students. Students are expected to be in school by 9.00 a.m. The morning register closes at 9.20 a.m. . After this time, students will receive unauthorised marks.

#### **The recording of attendance**

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 students are:

- Self isolating
- Household isolation
- Quarantine
- Local lockdown arrangements
- Students 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 students attendance record.

Students testing positive for Covid 19 will be marked as Ill in the school attendance register. This is an authorised absence.

### **School attendance framework and support to encourage good attendance**

The school attendance framework remains as on page... of our school attendance policy. In addition, during this time we have additional support for students:

- [Detail here any additional actions undertaken by school to support the return to school at this time](#)

### **Sanctions for failure to attend school regularly**

The DfE have indicated that sanctions will now be used to address non-attendance at school. 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 on page... of the Whole School 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.

[School may wish to clarify their stance here on requests linked to vouchers](#)

### **Students who should not attend school**

1. **Students 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.

Students 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)

Students testing positive should isolate for 10 days from the onset of the symptoms

2. **Students with underlying health conditions following recent medical advice**

In most cases those students shielding or with family members shielding should now return to school.

In a small number of cases, students may receive a letter from their consultant to inform them that they should not return to school. These students will be offered online education.

School will ask for a copy of this letter.