



COVID-19 Attendance Addendum Policy

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CHANGES TO ATTENDANCE DURING THE COVID - 19 PANDEMIC.

This addendum applies from the start of the spring term 2021 until the end of the 2021/22 academic year. It sets out changes to our Attendance and Punctuality policy in the event of a national lockdown or school bubble closure. Unless covered here, our normal Attendance and Punctuality 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/carers and pupils. In line with government guidance pupil attendance will be mandatory from 8th March 2021.

1. ATTENDANCE TO SCHOOL DURING A NATIONAL LOCKDOWN:

During a national lockdown the school will remain open to children who are considered vulnerable or whose parents/carers are critical key workers. The school has a list of children who are considered to meet this criteria and we will contact parents to inform them of their child's school place in the event of another national lockdown.

1.1. Vulnerable Pupils:

The criteria for attendance to school will be defined as:

The Department for Education's (DfE's) guidance [Children of critical workers and vulnerable children who can access schools or educational settings](#) defines 'vulnerable children' as children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion ("otherwise vulnerable").

This includes children who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

1.2. Critical Key Workers:

The DfE definition of critical workers are those parents/carers whose work is critical to the coronavirus (COVID-19) and EU transition response. This includes those who work in health and social care and in other key sectors; further details are outlined in the [guidance](#). Children with at least one parent or carer who is a critical worker can go to school if required, but parents and carers should keep their children at home if they can.

1.3 ATTENDANCE MONITORING

In the event of a national lockdown, Local authorities and education settings do not need to complete their usual day to day attendance processes to follow up on non-attendance. If The Grange Primary School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon. Any updates to local and national legislation regarding this will be followed.

1.4 . REMOTE LEARNING

Children who are not considered vulnerable or whose parents are not critical workers will have access to remote learning from home via the Google Classroom platform. Additionally in the event of a school bubble closing remote learning will be provided. On these occasions class teachers will take a register (morning and afternoon) so that the school can monitor attendance and engagement to online learning.

If a **Class teacher or Learning Assistant** has any concerns regarding attendance to remote learning then they should raise these with the **Designated Safeguarding Lead (DSL)** or **Deputy Designated Safeguarding Lead (DDSL)**. The DSL and DDSL will then follow the schools Safeguarding and Child Protection procedures.

Administration Staff will phone parents regularly to check in and offer any additional support. Again any concerns should be reported to the DSL or DDSL.

There is an expectation that children join these remote lessons and access the learning provided so that they do not regress in their academic attainment during the pandemic. Therefore **Parents / Carers** are expected to inform the school as to why their child is not attending online learning. If there are any barriers to your child accessing their education from home during this time, then please contact the school who can offer additional support and advice.

It is important that all staff, parents and carers work together to monitor and support children's attendance to their online learning. This is so we are "Giving Every Child, Every Chance, Every Day."

1.5 FOLLOWING UP ABSENCE:

In the event of a national lockdown there is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have any underlying health conditions that put them at increased risk. If a parent does not want to bring their child to an education setting and their child is considered vulnerable the school and the social worker will explore the reasons for this.

Where any child (we expect to attend school) does not attend, or stops attending, we will:

- Follow up on their absence with their parents or carer by phone calls from administration staff or a member of the Senior Leadership Team.
- Where appropriate conduct home visits.
- Follow the schools Safeguarding and Child Protection Policy.
- Notify their social worker, where they have one.
- If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, a member of SLT will work with the parent/carer to provide reassurance about the protective measures that the school is taking to keep the school safe following the advice set out by Public Health England.

2. ATTENDANCE TO SCHOOL FROM THURSDAY 2ND SEPTEMBER 2021

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with the schools Attendance and Punctuality policy.
- They cannot attend school due to specific circumstances related to coronavirus (see below and as detailed further in this [government guidance](#).)

2.1 COVID-19 SYMPTOMS or CLOSE CONTACT WITH SOMEONE WHO HAD COVID SYMPTOMS

If a **pupil 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 receive their coronavirus test results. The parent/carer will need to email a copy of the pupils results to admin.TGPS@northlincs.gov.uk before they can return to school.

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result.

If a pupil tests positive, they should continue to self-isolate in line with Public Health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

2.2 PUPILS WHO ARE A CLOSE CONTACT OF SOMEONE WHO HAS SYMPTOMS or CONFIRMED COVID-19

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months (pupils) identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months (pupils), regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Although close contacts are strongly advised to get a test, they should continue to attend school unless they are symptomatic. The school will follow up with families if they are not satisfied with the reason as to why the pupil is not in school. The school can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Further information is available in [NHS Test and Trace: what to do if you are contacted](#) and in the [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

2.3 PUPILS WHO ARE SELF-ISOLATING BUT WHO HAVE NOT HAD A PCR TEST

In line with Public Health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

2.4 SHIELDING

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to admin.TGPS@northlincs.gov.uk or a photocopy to this email address. The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school. School will work with parents and carers to offer provision in the student workroom where they will work in a small room which has contact with a limited number of students.

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education. The way work will be provided will be decided on a case by case basis based on the age and the needs of the child.

3. ATTENDANCE CODES

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak (detailed in [school attendance: guidance for schools](#)), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X.
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak.

4. RETURNING TO SCHOOL

It is important that on return from an absence that all pupils are made to feel welcome and that they are supported. The school will work with parents on a case by case basis to ensure that the right package of care is in place to support the child's emotional well being to ensure a successful return to school. This plan should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

- Smaller groups before returning to full class.
- Additional support to enable the child to catch up on work.
- Buddy system (where appropriate).
- Transition plan (where appropriate).
- Peer mentoring.
- Review of progress.

- Pupil Voice.
- Pastoral support.
- Attendance Support Plan.