

Lancaster Lane CP School Attendance Policy (Addendum)

Academic Year 2020 – 21

Expectations of Attendance

In their published guidance, the Department for Education have clearly stated 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

- Excellent punctuality is very important as the school day is structured to avoid mixing and to enable social distancing. Pupils arriving late may compromise the safe running of school.
- If pupils are late, a senior member of staff will speak to them and contact will be made with parents/carers.

To address the requirements of reopening safely there are some changes to processes in school. The school day is now: a staggered start from 8.45am – 9am where, apart from Reception parents, children should enter school by themselves. The school day ends at 3.15pm with a staggered pick up from the classroom door from 3.15pm – 3.30pm with the youngest sibling collected first.

Pupils are expected to be in school by 9am. The morning register closes at 9.30am and the afternoon register closes at 1.15pm. Pupils arriving after these times will receive a U mark (unauthorised absence).

The recording of attendance

Attendance registers will be marked as laid out in the DfE School Attendance 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 (as outlined in the DfE School Attendance Guidance Addendum). This will be used to record situations when pupils are not able to attend school due to:

- self-isolation
 - pupil or household member has coronavirus symptoms*

- pupil has had close contact with someone with symptoms/confirmed positive COVID19 and told to self-isolate by NHS Test and Trace/Public Health
- pupil is under a period of quarantine, e.g. following a relevant trip overseas
- staying at home following advice of a health professional, where they are clinically extremely vulnerable, in a local lockdown scenario only
- advice from DHSC or PHE advising them to stay at home in a local lockdown scenario

In all the above cases, school will provide access to remote education.

*all pupils with coronavirus symptoms are advised to get a test.

If the test is negative and the pupil feels well enough, they can return to school. If the test is positive, the pupil should self-isolate for at least 10 days from the onset of their symptoms. The absences following the positive test result will be marked as I (authorised absence).

The X code is not classed as an absence for statistical purposes.

What happens if my child develops symptoms when on site?

In this situation, we will make immediate contact with parents/carers in order to send the pupil home. It is **essential** that parents have provided us with up to date contact details and that parents respond quickly, to enable us to remove the pupil from site as soon as possible, following the latest DfE guidance for schools.

Parents/ carers should ensure that a test is requested and inform school of the result of this test as soon as possible.

School attendance framework and support to encourage good attendance

The school attendance framework remains as outlined in our main school attendance policy. In addition, during this time we have additional support for pupils:

- If a parent / child is worried about returning to school, a member of the SLT or the Family Outreach Worker will speak to them.

Leave requests

The school policy and procedure around leave in term time remains the same. Any leave in term time will only be granted in exceptional circumstances. Parent/carers must request permission for the leave **before** the absence. Requests cannot be agreed retrospectively.

Whilst the current situation feels exceptional to us all this should not in itself be seen as an exceptional reason to support a request for leave. The Covid-19 situation has

affected all families. The lengthy absences from school were unavoidable but now we are able to return to face-to-face teaching, it is essential that we have full classes to enable pupils to fill in any learning gaps.

Parents should also consider the consequences of potential quarantine on their child's attendance at school.

Policy review date: July 2021