



'Bringing out the best in everyone'

Attendance Policy

Coronavirus addendum

Approved by:	David Ley	Date: 12/3/2021
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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Allowing all pupils to access full-time education in school
- Following up on absence among any pupils who we expect to attend school

This addendum applies during the current pandemic. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance 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 and pupils.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [Schools coronavirus \(Covid-19\) Operational Guidance](#), and its [addendum](#) to the school attendance guidance for the 2020/21 academic year.

3. Where 'not attending in circumstances related to coronavirus' applies

For the 2020/21 academic year, there is a new category of non-attendance to capture circumstances where pupils cannot attend school due to COVID-19: 'Not attending in circumstances related to coronavirus'.

This applies where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence or transmission of coronavirus

For example:

Pupil due to attend school develops symptoms or lives with someone who 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 or the symptomatic person they live with receives their coronavirus test result.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (e.g. with a different illness).

If the symptomatic person the pupil lives with tests negative: the pupil will stop self-isolating and return to school.

Pupil due to attend school or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible. Please contact the school office; office@haversham.milton-keynes.sch.uk or 01908 312673

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms (i.e. the day the symptoms started and the next 10 full days), and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household tests positive, the pupil must self-isolate for 10 days from the onset of the household member's symptoms (as above, the isolation period includes the day the symptoms started and the next 10 full days).

If a 'close contact' of the pupil tests positive, the pupil must self-isolate for 10 days from the day after the pupil last met with the 'close contact' who received the positive result (i.e. the isolation period includes the date of the last contact and the next 10 full days).

See the definition for 'close contact' in section 2 of this addendum.

When we refer to 'close contact', this means:

- Face-to-face contact, including:
 - Being coughed on
 - A face-to-face conversation within 1 metre
- Being within 1 metre for 1 minute or longer without face-to-face contact
- Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)
- Travelling in a small vehicle or a plane

This guidance also applies to people in your support bubble or childcare bubble

Pupil due to attend school is required to shield

Shielding advice remains in place for a very few number of pupils and you would have received a letter to confirm this. Pupils who are clinically extremely vulnerable should not attend school and a copy of the letter should be given to the school for attendance recording. For further information, please refer to the guidance above.

4. Remote learning provision

The school will provide access to remote education for pupils not attending school for the scenarios included in the section above, or other examples that come under the category of 'not attending in circumstances related to coronavirus'.

All the information relating to accessing remote learning can be found on our website or by accessing the class portals on class dojo.

Day 1

Suggested Timetable	
Maths	Times Tables Rock Stars – 30 minutes
Reading	Reading from school reading book or home reading book. Depending on when the first day of isolation falls the class reading activity (KS2) may be available on class dojo.
Writing	A copy of the class writing task will be posted on class dojo.
Other subjects	Access 'Oak National Academy'

Day 2 onwards:-

Work will be set by the class teacher. It will also include videos or other resources to support remote learning designed by the class teacher as appropriate. It is expected that this will be submitted back via Class Dojo to allow the teacher to comment on the work. Parents will be given the option to collect an exercise book and any related worksheets from the school office to record home learning during the isolation period.

We will keep a record of, and monitor, pupil engagement with remote learning, and provide support to parents and pupils accessing remote learning.

5. Recording attendance of all pupils

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances'
- Not attending in circumstances related to coronavirus

6. Following up on absence

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

- Follow up on their absence with their parent or carer by following the attendance process outlined in our attendance policy. **It is important that parents notify the school in a timely way if their child is absent, providing a detailed reason. When we are not notified of absences, our safeguarding processes apply which means staff may have to complete a home visit.**
- Notify their social worker, where they have one

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or Department for Education is updated, and as a minimum every 2 months during term time by Mr D Ley, Headteacher. At every review, it will be approved by the school governance.