

Attendance during the Coronavirus (COVID-19) Pandemic

From September 2020, all children are required to attend school. As such, the arrangements set out in our Attendance and Punctuality Policy 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 children's attendance at school.

The school will have due regard for the DfE's '[Recording attendance during the coronavirus \(COVID-19\) outbreak](#)' guidance when recording attendance during the pandemic.

1. Aims and Scope

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

- Ensuring every child has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Supporting parents/carers and children who concerned about attending school due to coronavirus.

This addendum applies from the start of Autumn Term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal Attendance and Punctuality 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/carers and children.

2. Guidance and Definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being

coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).

- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected person.

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance Expectations

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

- They have been granted an authorised absence by the school in line with our Attendance and Punctuality Policy.
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below).

4. Where 'Non-Attendance in relation to Coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a child'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 of transmission of coronavirus.

4.1 A Child Develops Symptoms or Lives with Someone who does

The child's parent/carer must notify the school on the first day that their child needs to self-isolate. The child will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the child's test result is negative: the child 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 (i.e. with a different illness).

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

4.2 Child or a 'close contact' of theirs receives a positive test result

The child's parent/carer must notify the school about the positive test result immediately by phoning or emailing the School Office. Telephone: 01273 555240 or Email: office@stanford-inf.brighton-hove.sch.uk

Children who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms.

If a member of the child's household or a 'close contact' tests positive, the child must self-isolate for 14 days. The child must do this from when the member of their household first had symptoms, or the day the child last met with the 'close contact' who received the positive result.

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

4.3. Child has to Quarantine after Travel Abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the Government's [exemptions list](#).

The child must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Child is required to Shield during a Local Lockdown

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 office@stanford-inf.brighton-hove.sch.uk or a photocopy to the school address.

The child will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the child's parent/carer to set the expectation that they can return to school.

4.5 Remote Learning Provision

If a child is not attending school because of circumstances related to coronavirus, but where the child is not ill, the school will provide the child access to remote education. Our approach and expectations regarding remote education are set out in our Contingency Plan and Children Remote Education Policy.

5. Recording Attendance

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 child is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in our Attendance and Punctuality Policy).
- Unable to attend for reasons related to coronavirus (see Appendix 1 for the relevant absence codes and when we will use them).

Children must arrive in school at their designated time slot on each school day.

The register for the first session will be taken by 9:10am and will be kept open until 9:30am. The register for the second session will be taken by 1:30pm.

6. Following Up 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 emailing or phoning.
- Notify their Social Worker, where they have one.

If a child does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will arrange a phone call/video meeting between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep all children safe.

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 Madeleine Denyer, Head Teacher. At every review, it will be approved by the Full Governing Board.

Appendix 1: Pupil Absence Codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Child has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Child remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Child has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Child has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Child has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Child has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Child is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Child is asked not to attend in the case of local lockdown