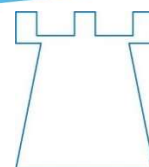


# Attendance Policy

## (During Coronavirus Pandemic)



SHERIFF HUTTON PRIMARY SCHOOL

**Date of Policy Review:** January 2021

**Approved by the Governing Body**

**To be reviewed:** January 2023

**Responsibility:** Headteacher

## ATTENDANCE POLICY (DURING CORONAVIRUS PANDEMIC)

### Statement of intent

The school aims to act in accordance with the Primary Attendance and Absence Policy as much as possible; however, we are committed to compliance with the relevant attendance legislation while the school observes infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

All pupils are required to attend school. As such, the arrangements set out in the Primary Attendance and Absence 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 pupils' attendance at school.

### 1. Legal framework

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- DfE (2022) 'Schools COVID-19 operational guidance'
- DfE (2021) 'School attendance: guidance for schools'
- DfE (2021) 'Recording attendance during the coronavirus (COVID-19) outbreak'

The policy is implemented in conjunction with the following school policies:

- Infection Control Policy
- Pupils with Additional Health Needs Attendance Policy

### 2. Attendance expectations

Attendance is mandatory for all pupils. This means the usual rules on school attendance (as set out in the main body of this policy) apply, including:

- Parents' duty to ensure that their child attends school regularly.
- The school's responsibility to record attendance and follow up absence, in line with the procedures in the main body of this policy.
- The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

The school will ensure pupils do not attend the school site where they are displaying symptoms of, or have tested positive for, coronavirus, or are quarantining following travel abroad.

### 3. Self-isolating pupils

The school will stay up-to-date with all relevant national and local public health advice regarding self-isolation, communicating any changes to all relevant stakeholders.

From October 2021, the UK Clinical Review Panel has recommended that no child or young person under the age of 18 should be considered clinically extremely vulnerable (CEV) and under-18s should be removed from the shielded patient list.

Pupils that were previously considered CEV should attend school as normal and should follow the same Covid-19 guidance as the rest of the population, except where following private clinical advice, e.g. to self-isolate or reduce social contact.

Absences relating to pupils following clinical and/or public health advice will not be penalised. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Pupil Remote Learning Policy.

Absences due to self-isolation will be recorded with Code X.

The school will follow the measures set out in the Infection Control Policy in all circumstances where self-isolation is required.

Where a pupil is required to self-isolate, the school will notify their social worker (if they have one), secure a method of maintaining contact with the pupil, and ensure the pupil has access to remote education.

Pupils who are identified as a close contact of a coronavirus case and who are aged between 5 and 18 years and 6 months are strongly advised to take a lateral flow device (LFD) test every day for 7 days. Parents of these pupils will be strongly encouraged by the school to ensure their child takes a test for the 7 days. They should continue to attend school as normal, unless they develop coronavirus symptoms or test positive.

If the school is not satisfied with a reason as to why a pupil is not in school, the attendance officer will follow this up with the pupil's parents and may record the absence as unauthorised. Pupils under 5-years-old are exempt from self-isolation and do not need to take part in daily testing of close contacts.

The school will stay up-to-date with all relevant national and local public health advice regarding shielding and self-isolation, communicating any relevant changes to all stakeholders.

Absences relating to pupils following clinical and/or public health advice will not be penalised. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Pupil Remote Learning Policy.

Where a vulnerable pupil is required to self-isolate, the school will notify their social worker (if they have one), ensure a method of maintaining contact with the pupil, and ensure the pupil has access to remote education.

#### 4. Reluctance to return to school

The school will remind parents of their legal duty to ensure their child attends school, and parents will be advised to contact the school if they have concerns about their child returning to school.

If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school.

#### 5. Monitoring attendance

The attendance officer will monitor the school's attendance rates once the school is open to all pupils. Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to re-engage affected pupils with school attendance.

The school will place particular emphasis on supporting the attendance and re-engagement of pupils at risk of persistent absence (PA) and pupils who have not engaged regularly with school during the coronavirus pandemic.

An agreed member of the SLT will complete the '[Educational setting status form](#)' every day by 2:00pm, based on the information on the attendance register.

The school will use the DfE's list of sub-codes in the management information system (MIS) to record non-attendance related to coronavirus. These are:

- Code X01: Non-compulsory school age pupil not required to be in school
- Code X02: Pupil self-isolating with coronavirus symptoms
- Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
- Code X06: Pupil not in school because they have been advised specifically by their doctor or public health authority that they should not attend school due to their medical condition or treatment
- Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government guidance
- Code I01: Non-coronavirus related illness
- Code I02: Illness (confirmed case of coronavirus)

#### 6. Monitoring and review

This appendix will be reviewed in line with any public health updates by the headteacher and the attendance officer. Any changes made to the policy will be communicated to all relevant stakeholders.