



Knowles Primary School

COVID-19 annex to current Attendance Policy

Updated for implementation from 4th January 2021 until the end of national lockdown (review February 18th 2021)

To be read alongside the following Knowles documents:

- COVID-19 Annex to current Safeguarding and Child protection Policy
- COVID-19 Risk Assessment
- Attendance Policy
- Attendance Information for Parents
- Safeguarding and Child Protection Policy

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#behaviour-and-exclusions>

From the week commencing 4th January 2021, all primary and secondary schools closed as England moved into its third National Lockdown. The Prime Minister has said that schools must offer remote learning until February half term initially. Only vulnerable children and children of critical workers are allowed to attend schools for face to face learning.

This annex 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 annex as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

1. Aims and scope

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

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to Coronavirus

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 annex, 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

During the period of national lockdown, only vulnerable children and children whose parents or carers are critical workers may attend school

Vulnerable children are those who:

- have a social worker including children who have a Child Protection Plan or are a Child In Need
- have an Education, Health and Care (EHC) Plan
- are looked after by the Local Authority
- have been assessed as otherwise vulnerable, for example: on the edge of receiving support from children's social care
- adopted
- living in temporary accommodation
- young carers

During this time, all other children will have access to remote education daily.

Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.

We will continue to record attendance in the register and will follow up on absences of pupils who are expected to be in school.

As vulnerable children are still expected to attend school full time, they will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The school will work alongside the social worker and other external agencies (where applicable) to determine the best interests of the family. This authorised absence will be recorded as code C.

4. Where 'non-attendance in relation to coronavirus' applies

Where children cannot attend school due to coronavirus (COVID-19), parents will not be penalised for following official public health advice and non-attendance will not count as an absence.

All pupils who are not eligible to be in school will be marked as Code X. They are not attending because they are following public health advice.

4.1 If a pupil attending school develops symptoms or lives with someone who does

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 results. If they are unable to get a coronavirus test they must isolate for the full 10 days.

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 (i.e. with a different illness).

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

4.2 Pupil 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 **Cheryl Weight on 07703 829542** or **Nicola Quilter on 07703 829541**

Pupils 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 pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 10 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

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

4.3. Pupil 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 pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Pupil 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 cheryl.weight@kpsmk.co.uk or nicola.quilter@kpsmk.uk or a photocopy to the school 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.

4.5 Remote learning provision

During national lockdown, all other children will have access to remote education daily.

Remote education is a broad term encompassing any learning that happens outside of the classroom. At Knowles Primary School, we use a blended approach to learning to meet the needs of the families and children in our community. We use an online learning platform (Google Classroom) to provide children with a mixture of live and pre-prepared lessons.

We recognise that in some cases it may be more effective to deliver remote education through workbooks and textbooks. These are high quality resources that provide the curriculum content and sequencing that children need as well as provide meaningful work that is easier to access for some of our families. Parents will return work packs to school on a regular basis so that teachers can provide feedback, assess the learning and supply the next sequence of learning materials.

At Knowles Primary School, we teach the same curriculum remotely as we do in school wherever possible. However, we have needed to make some adaptations in some subjects. Our broader curriculum continues to evolve as we ensure the curriculum is accessible for all families and provides children with wider learning opportunities.

We will keep a record of, and monitor engagement with remote learning and follow up if we have any concerns.

5. Recording attendance

We will take our attendance register daily. It will mark whether every pupil is:

- Present
- Absent
- Following public advice to not attend due to national lockdown (code X)
- A leave of absence has been given for exceptional circumstances (code C)

(see appendix 1 for the relevant absence codes and when we will use them)

Pupils attending school must arrive in school at 9am on each school day and collected at 3pm. Start and end times have been communicated with parents/carers and must be abided by. A breakfast club will be offered from 8am daily to children of parents who are critical workers.

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
- 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, our Family Support Team will contact them and support them to bring their child back to school. They will arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every two months during term time by the Headteacher. At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil 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)	Pupil is asked not to attend in the case of local lockdown
C	A leave of absence has been given for exceptional circumstances	If a parent of a vulnerable child wishes for their child to be absent due to concerns about transmitting or contracting Covid-19.