



**Alsager School**  
An Achieving School - A Caring Community

## **ATTENDANCE POLICY: COVID ADDENDUM**

**Prepared in November 2020  
by Adele Snape, Deputy Headteacher**

**Presented for approval to the  
Curriculum & Personnel Committee  
on 04/11/2020 and subsequently approved and adopted  
on the same date**

**Chair of Curriculum & Personnel Committee:  
Mrs Joyce Halsall**

**Signature:**

**Date: 4/11/20**

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**Review Date: to be reviewed in the light of operating experience  
and/or changes in legislation.**

## AIMS

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

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. 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.

## 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.

Where we refer to 'close contact' in this addendum, 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').

## ATTENDANCE EXPECTATIONS

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

- They have been granted an authorised absence by the school in line with section as part of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

## WHERE 'NON-ATTENDANCE IN RELATION TO CORONAVIRUS' APPLIES

We will only accept 'non-attendance in relation to coronavirus' in circumstances 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 of transmission of coronavirus

### **Pupil 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 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

### **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. They should do this by emailing [positivecoronaviruscase@alsagerschool.org](mailto:positivecoronaviruscase@alsagerschool.org)

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 (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 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 the 'guidance and definitions' section of this addendum.

### **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.

### **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 [absence@alsagerschool.org](mailto:absence@alsagerschool.org) or a photocopy to this email 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.

School will work with parents and carers to offer provision in the student workroom where they will work in a small room which has contact with a limited number of students.

### **Remote learning provision**

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

This will be done through a blended approach of work set through Teams and email. Where it is possible teachers will live stream the lesson in addition so that students can join the lesson from home at the regular timetabled slot.

Where a whole year group have been asked to self-isolate we will offer live lessons in the usual timetabled slots. We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

## **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 pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in our normal attendance policy)

- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

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

The register for the first session will be taken at 8.40 and will be kept open until 9.30. The register for the second session will be taken between 12.05 and will be kept open until 1.25.

## **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 phone calls from the absence team, Heads of College, 6<sup>th</sup> form team of SLT link.
- 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, a member of SLT will work with the parent/carer to provide reassurance about the protective measures that the school is taking to keep the school safe.

## **MONITORING ARRANGEMENTS**

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum once each term by Adele Snape. At every review, it will be approved by the full governing board.