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ASHLEY HIGH SCHOOL

Attendance Policy

Covid-19 Addendum

Reviewed: February 2021

Next review: November 2021(or sooner if guidance changes)

**This policy should be read alongside the school’s main Attendance Policy**

**Introduction**

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](https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year) on school attendance during the 2020/21 academic year.

This addendum also reflects the latest advice from the Halton Borough Council

Throughout 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

**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 our normal attendance policy guidelines
* They cannot attend school due to specific circumstances related to coronavirus

**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

**What to do if a 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

**What to do if a 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 by calling the school on 0151 424 4892 or by email at [sec.ashley@halton.gov.uk](mailto:sec.ashley@halton.gov.uk)

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 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.

**What if a 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](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england).

The pupil must quarantine for 10 days on their arrival to the UK and return to school thereafter.

**What if the pupil is required to shield during a local or national 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 copy into school either by post or by emailing to [sec.ashley@halton.gov.uk](mailto:sec.ashley@halton.gov.uk)

The pupil will stay at home until the shielding measures 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.

**Remote learning provision**

If a pupil is not attending school because they are classed as extremely clinically vulnerable and are 'shielding' or are self-isolating or quarantining, the school will provide the pupil access to remote education. This will include:

* Online class work set by teachers accessible via the school website. All pupils are provided with a login and password for access to their online work
* Access to a range of online platforms such as My Maths, Lexia, Study Ladder

For any subject queries regarding online work teachers can be contacted via their subject emails (see school website home page). For further details regarding our approach and expectations, please refer to the school’s Remote Learning Policy.

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register.

Online work will not be set for those pupils who have been granted a ‘leave of absence’. They can however access weekly homework and all the usual online platforms accessible via their individual passwords.

**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 main Attendance policy)
* Unable to attend for reasons related to coronavirus (see appendix 1 below for the relevant absence codes and when we will use them)

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

The register for the first session will be taken at 9:00am. The register for the second session will be taken at 1:00pm.

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**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 making a call home
* Notify their social worker, where they have one if appropriate

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will work closely with families to support them. For example:

* Contact initially by phone to discuss the issues and anxieties and explain the safety measures in place in school in more detail
* Follow up home (doorstep) visit if appropriate.
* Arrange a video meeting/in-school appointment between the parent/carer and a member of the LMT to further reassure about the protective measures the school is taking to keep all pupils safe

If despite the above interventions, a pupil still does not return to school and is not completing any remote learning, the usual procedures will be followed including:

* Contacting the Education Welfare Service
* you may also contact the Education Welfare Officer, who will work with you and the school to resolve the situation. (telephone number available from the school)

**Appendix 1: Absence Related to COVID-19 – Guide for Parents (Halton Borough Council**

The following codes are taken from the DfE’s ‘Guidance for special schools, specialist post-16 providers and alternative provision during national lockdown’ published (January 2021) applicable for the 20/21 academic year. If not covered here, our normal attendance codes apply.

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| **Circumstance** | **Action needed** | **Return to school when…** | **Absence Code** |
| Your child has Coronavirus symptoms | ▪ Do not come to school  ▪ Contact school daily  ▪ Self-isolate  ▪ Get a test  ▪ Inform school immediately about test result | …the test comes back negative and they are free of the symptoms for 48 hours and no longer feel unwell, they can return to school as long as they are not isolating due to being a contact of a positive case. | **X** |
| Your child has a positive test result for coronavirus | ▪ Do not come into  school  ▪Inform school immediately about test result  ▪Self-isolate for at least 10 days | …they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste as these symptoms can last for several weeks once the infection is gone. | **I** |
| Somebody in your household has coronavirus symptoms | ▪ Do not come to school  ▪ Contact school daily  ▪ Self-isolate  ▪ Household member to get a test immediately  ▪ Inform school immediately about test result | …the household member receives a negative test result. | **X** |
| Somebody in your household has a positive test result for coronavirus | ▪ Do not come to school  ▪ Contact school daily  ▪ Self-isolate for 14 days | …your child has completed 10 days of self-isolation. | **X** |
| NHS ‘Test and Trace’ or School have identified your child as a ‘close contact’ of someone with either confirmed coronavirus or coronavirus symptoms. | ▪Do not come to school  ▪ Contact school daily  ▪ Self-isolate for 14 days | …your child has completed 10 days of self-isolation. | **X** |
| Your child has to quarantine as a result of travel | **Before travel**  ▪ Do not take unauthorised leave in term time  ▪ Follow guidance in the school attendance policy relating to authorisation of term time absence  ▪ Consider quarantine requirements and Foreign Travel advice when booking travel  **If quarantine is necessary:**  ▪ Do not come to school  ▪ Contact school daily  ▪ Self-isolate for 14 days | …the quarantine period of 10 days has been completed. | **X** |
| If a member of the household is classed as clinically vulnerable or extremely clinically vulnerable or is pregnant then the  child SHOULD attend school. | ▪ None | …Child to continue to attend school | **C** |
| If a child is clinically vulnerable and has not been advised to shield | ▪ None | …Child to continue to attend school | C |
| Any child who is clinically extremely vulnerable AND has medical advice advising to shield. | ▪ Do not come to school  ▪ Shield until you receive medical advice that the child should return to school.  ▪ Parent to provide a copy of shielding letter to school  ▪ schools are expected to be able to immediately offer them access to remote education. Schools will monitor engagement with this activity. | ..The child is advised by a clinician or Government that they are no longer required to shield | **X** |
| You wish your child to remain at home though a place in school is available | * Notify the school of the reasons why you wish to keep your child at home * School to grant a ‘leave of absence’ |  | **C** |