



Shireland Hall Primary Academy

Attendance Policy: COVID-19 Addendum



WHAT? This document describes measures being taken **instead of, or in addition** to those described in SHP's current Attendance Policy (Feb 2020), in light of COVID-19 changes for the academic year 2020-2021.

WHY? The nature of the COVID-19 pandemic means that many children will be required to stay at home and not attend school in order to reduce risk and prevent the spread of the virus to others. This document describes some of the measures being taken to ensure that safeguarding is maintained and absence is kept to a minimum, whilst following DfE and PHE attendance guidance.

HOW?

Accurate registers enable the school to recognise and act upon attendance patterns; staff follow the Register Protocols which were amended and shared with staff at the start of term in September 2020 to reflect new start times and lunch break times.

Using and Monitoring COVID X-codes

- The Attendance Support Practitioner is responsible for collating information regarding COVID related absence and ensuring an up to date record is available for teachers, office staff, the Wellbeing Team and SLT on the Weekly COVID Tests Spreadsheet.
- The Attendance Support Practitioner ensures that registers are pre-populated with X-Codes where needed so that classroom staff can alert SLT if a child that should be isolating comes into school.

Advising Parents

- It is recognised that many of the restrictions relating to COVID-19 are complicated and not easily understood by all.
- The Attendance Support Practitioner is responsible for reassuring concerned parents and explaining SHP's safety measures to them in order to ensure no children are absent due to safety fears. This is escalated to SLT if concerns remain unresolved.
- Any member of staff that receives notification of a member of the school community displaying COVID symptoms will advise that the symptomatic person is tested as soon as possible and that the entire household must isolate until a negative result is received, or for 14 days from the start of symptoms if a test is not accessed.
- The Attendance Support Practitioner makes follow-up phone calls to find out whether a test has been accessed. If a test has not been accessed after 24 hours then support is offered with booking a test, or arrangements are made for a test to be issued by school. This is to reduce the time spent away from school if a child or household member does not have COVID-19.
- It is widely recognised that stomach upsets can be a symptom of COVID-19. In light of this a strict ban on pupils and staff returning to school within 48 hours of a stomach upset is enforced.
- When a child is well, but isolating due to contact with a confirmed case or a symptomatic household member, then the ASP issues guidance on home learning expectations.

Recognising and rewarding good attendance:

Attendance rewards are lower profile this academic year so as not to give mixed messages and in recognition of the fact that there are times when a well child should remain at home.

Classes

Weekly - the class/es with the best attendance in each phase are mentioned in assembly

Term-time leave: Before referring LOA requests to the Executive Principal, the ASP checks current quarantine rules and advises the family of them and the possibility of changes at any time leading to an even greater period of absence from school.

WHO? All staff in school are responsible for promoting good attendance

In addition to the responsibilities described in SHP's main Attendance Policy:

- The **Wellbeing Team** work with children and parents who are finding the transition back into school during the pandemic difficult.
- The **Wellbeing Team** make regular, scheduled telephone contact with vulnerable children up to three times per week, depending on their circumstances if they are absent because of needing to isolate.
- **Teachers** monitor children's engagement with online learning when a class bubble has been 'burst' (closed)

Useful Resources:

SHP Register Protocols – September 2020

[School attendance: Guidance for maintained schools, academies, independent schools and local authorities](#) (DfE, August 2020)

[Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2020 to 2021 academic year](#) (DfE, Updated 1 September 2020)

Fiona Wilkes, October 2020