



Hackbridge Primary School Attendance policy: Coronavirus addendum

1. Overview

The Health and Safety of our whole community is of vital importance, particularly at this time. It is essential that we all work together to keep our school open and all of our pupils, parents and carers and staff safe and well.

Under current government guidance, school attendance will be treated in the same way as it was prior to coronavirus.

Daily attendance is compulsory from a pupil's 5th birthday. Children are expected to attend school with a percentage of over 96%.

School attendance will be monitored in the usual way. Parents and Carers must contact school by 10am if their child is not attending on that day.

Low attendance will result in contact by the School Attendance Officer. Penalty notices for non-attendance may still be given and the removal of the school place if absence is longer than 20 days, unless supported with medical evidence.

2. 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

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.

3. 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.

This addendum reflects the latest advice from the London Borough of Sutton.

In section 5.2 of 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

This definition is from the DfE's guidance on full reopening for schools (see number 9 in 'the system of controls').

4. 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
- They cannot attend school due to specific circumstances related to coronavirus (see section 5, below)

5. Where 'non-attendance' in relation to Coronavirus applies

We will only accept 'non-attendance in relation to coronavirus in circumstances where a pupil's 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.

5.1 Pupil develops symptoms or lives with someone who does

If a parent/carer suspect their child or someone in their family has coronavirus, they should be tested as soon as possible. Tests can be booked via this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>. 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). School require a copy of the result to support the absence.

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

If the pupil's or person in their household test result is positive: the family would need to self-isolate for two weeks. We may also need to take further measures to ensure the safety of pupils and staff at Hackbridge Primary, so communication between the family and school is essential.

If the pupil or person in the household is unable to have a Coronavirus test or is unwilling to have a test: the person with the symptoms must self-isolate for 10 days or until the coronavirus symptoms have stopped and they feel well. The remaining members of the household must self-isolate for 14 days from when the symptoms started and no symptoms have been shown by them.

5.2 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.

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 section 3 of this addendum.

5.3. 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.

5.4 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 office@hackbridgeprimary.sutton.sch.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.

5.5 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.

All remote learning will be accessible through Google Classroom which will be available each morning:

- Our approach and expectations regarding remote education are set out in our remote learning contingency plan/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

6. Where 'non-attendance' is due to sickness and non-coronavirus related illnesses

Pupils will undoubtedly get their usual coughs and colds. If they need to remain at home because of this, parent/carer must contact the school in the morning of the absence so we can keep the register updated with the reason for absence.

- Absences longer than three days will require further evidence, Pupils who are persistently absent will need to provide evidence from the first day of absence.
- If a child has had vomiting or diarrhoea, they must remain at home for 24 hours following the final bout of either illness.

7. Recording attendance

We will take our attendance register at the start of the school day and straight after lunch time. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity – Completed by the Office Admin Team
- Absent – Reason given completed by the Office Admin Team
- Unable to attend due to 'exceptional circumstances' (as defined in of our normal attendance policy) - Completed by the Office Admin Team
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them) - Completed by the Office Admin Team

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

8. 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 telephoning the first contact, then failing that we would call the other known contacts and email. The if no contact with the family can be made, the school would seek advice from the CFCS and/or the Police.
- Notify their social worker – if applicable

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will:

- Arrange a phone call/video meeting appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe.
- If after this the parent/carer still wish to not send their child to school, then the school would seek advice from the Local Authority and CFCS who will complete their own risk assessment.

9. Legal sanctions

Penalty notices for non-attendance may still be given and the removal of the school place if absence is longer than 20 days.

10. Leaving Hackbridge Primary School

We are always sad to say goodbye to our pupils. If a pupil is leaving Hackbridge Primary because they are relocating or they are changing schools, please inform us. We need the pupil's new address and the details of the new school, including school name, address and start date. This safeguarding procedure means that we know that the pupil is still in education, safe and well.

If a parent/carer decides to Home-school their child, it is essential that you inform school in writing. This can be via an email to office@hackbridgeprimary.sutton.sch.uk.

11. Monitoring arrangements

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

Approved by:	C Cook	Date: September 2020
Last reviewed on:	September 2020	
Next review due by:	January 2020	



If your child has:
a high temperature
a new, continuous cough, or
a loss of, or change in, sense of
smell or taste

This could be a sign of
coronavirus

Book a test

If your child has:
a runny nose, is sneezing or
feeling unwell
But they don't have:
a high temperature
a new, continuous cough, or
a loss of, or change in,
sense of smell or taste

These are
**not normally symptoms of
coronavirus**

Seek advice from a pharmacy, dial
111 or see your GP

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

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
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 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