



Newbottle and Charlton C.E. V.A. Primary School

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ATTENDANCE & PUNCTUALITY POLICY Addendum Sept 2020

Adopted by the Governing Body on [Date]:	
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Newbottle and Charlton CEVA Primary School

Attendance and Punctuality Policy Addendum **Sept 2020**

This addendum applies on return to school after the period of closure due to the Covid19 pandemic. The policy reflects latest updated advice from the Government and NCC. This addendum relates to attendance on return to school for the academic year 2020/21. Aspects of our School Attendance and Punctuality Policy may still apply.

Purpose of this document

This document is an addendum to the non-statutory school attendance: guidance for schools. It replaces temporary guidance documents on recording attendance during the outbreak. For ease of reference, it explains and illustrates changes made to regulations¹ governing school attendance registers in relation to coronavirus (COVID-19) from 1st September 2020 for use in the 2020 to 2021 academic year. It should be read in conjunction with the wider guidance document which gives advice on other usual attendance duties and processes that remain in force. It should also be read in conjunction with the existing Attendance and Punctuality policy for Newbottle and Charlton CEVA Primary School.

Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- ☐ parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- ☐ schools' responsibilities to record attendance and follow up absence
- ☐ the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, changes have been made to attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

This category will only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- ☐ contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- ☐ prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State’s expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Attendance codes

From the beginning of the new academic year, school will return to using the attendance and absence codes in use before the outbreak (see attendance and punctuality policy) in addition to the new category of ‘not attending in circumstances related to coronavirus (COVID-19)’:

- ☐ pupils not attending a session who meet the criteria for ‘not attending in circumstances related to coronavirus (COVID-19)’ should be recorded using code X.
- ☐ school will continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak.

Criteria are as follows.

- ☐ Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19).
- ☐ Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), it will be recorded as code I – illness. Code X will be used until the time of the negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test.

After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

Code X will be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X will be used during this period.

In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X will be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC will be recorded as code X.

School will contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X will not be used for sessions after the pupil has been advised to return to school.

Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - will be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with this activity, but this will not need to be tracked in the attendance register.

Registration and absences

Due to guidance for schools on the benefits of staggered starts. Registers are taken at the beginning of every morning at 8:50am for Elm and Birch class , 9:00am for Oak and Ash Class and every afternoon at 1.15pm. Absences are reported to the school office as soon as possible. The office administrator will ring parents of children who have not arrived in school and who have not telephoned or sent a message with an explanation by 9.05a.m. Absence will be deemed unauthorised for that session if no communication from parents is received or no note received within 24 hours of the child returning to school. Registers will be taken to the office each morning for attendance to be tracked and necessary calls made. Parents to keep school regularly updated with attendance information if the child is off with symptoms, as they would do if they child is off ill normally.

Late Arrivals

All children arriving after 9:05am will need to go to the school office to be registered as late (L) and where possible the reason for late arrival will be recorded.

Children arriving more than 30 minutes after the start of the school session will have their lateness recorded as an unauthorised absence.