

## **Attendance Policy Addendum – Attendance guidance from September 2021**

### **1. Introduction**

- 1.1 Government Guidance states that all pupils in all year groups will return to school full time.
- 1.2 This addendum to the Attendance Policy is for use by all Tudor Grange Academies Trust schools during the arrangements of pupils returning to school now the prevalence of COVID 19 has decreased. It is to be used in conjunction with, and read alongside, the Attendance & Punctuality Policy.
- 1.3 We will continue to promote good attendance; it is the responsibility of the whole of the Tudor Grange Academies Trust community, thus enabling and encouraging all pupils to achieve excellence. Attendance has a direct relationship with the attainment of individuals and groups of pupils and the standards thereby achieved by the school. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our schools.
- 1.4 Absence from school remains detrimental to a child's education. Any unexplained absence from school will be followed up in the normal manner as per the existing policy. This is in line with our safeguarding policy and practices.
- 1.5 The risk to children themselves becoming severely ill from COVID 19 is extremely low, there are however negative health impacts of not attending school.
- 1.6 Schools are to reinforce that it is the parents' duty to secure their child's regular attendance at school where the child is a registered pupil at school, and they are of compulsory school age.
- 1.7 It is the school's responsibility to record attendance and follow up absence.
- 1.8 Schools are able to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct, however The Trust would like to ensure we have exhausted every alternative option prior to issuing sanctions, including fixed penalty notices.

### **2. How can schools within the Trust encourage pupils to attend and maintain good attendance?**

- 2.1 Schools across the Trust will need to communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year.
- 2.2 Staff need to identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.
- 2.3 Schools are required to put measures in place for those families who will need additional time and support to secure pupils' regular attendance.

- 2.4 Staff will need to work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.

### **3. Safeguarding**

- 3.1 We will continue to apply all safeguarding responsibilities connected to pupil attendance at school as detailed in the policy.
- 3.2 Non-attendance of timetabled pupils should be followed up in the usual way and the reason for absence should be documented on Bromcom.
- 3.3 Where every effort has been made to contact a family of a child that has failed to attend and there are safeguarding concerns, a home visit may be required. No staff member should enter the property; they should ensure that social distancing is adhered to. If further concerns are raised reporting should take place through the normal channels.
- 3.4 Please follow the Trust Staff Home Visits Policy when undertaking home visits.

### **4. Alternative Provision**

- 4.1 Pupils in alternative provision (AP) settings (including pupil referral units, AP academies and AP free schools) are expected to return to school.
- 4.2 To support this return, AP settings must comply with health and safety law which requires employers to assess risks and put in place proportionate control measures.

### **5. Becoming unwell at school**

- 5.1 If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home to take a PCR test.
- 5.2 If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- 5.3 If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- 5.4 PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the ['Safe working in education childcare and children's social care settings, including the use of personal protective equipment \(PPE\)'](#) guidance.

- 5.5 Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves, in which case they should isolate and arrange to get a PCR test.

## **6. 'Not attending in circumstances related to coronavirus (COVID-19)'.**

- 6.1 No one with symptoms should attend a setting for any reason.
- 6.2 The DfE have added a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'. This category must only be used to record sessions that take place in the 2021 to 2022 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) or its successor UK Health Security Agency (UKHSA) and/or the Department of Health and Social Care (DHSC)
  - Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)
- 6.3 This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

## **7. Pupils identified as clinically extremely vulnerable**

- 7.1 Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.
- 7.2 If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

## **8. Remote Education**

- 8.1 We are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

## **9. Recording non-attendance related to coronavirus**

- 9.1 The set of sub codes to record non-attendance related to coronavirus is as follows:
- **Code X01:** Non-compulsory school age pupil not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.

- **Code X02:** Pupil self-isolating with coronavirus (COVID-19) symptoms. This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have not yet had a positive test.
- **Code X03 – NOT APPLICABLE FOR THIS ACADEMIC YEAR**
- **Code X04: - NOT APPLICABLE FOR THIS ACADEMIC YEAR**
- **Code X05:** Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory). This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK.
- **Code X06:** Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school.
- **Code X07:** Pupil advised specifically not to attend school as part of restrictions to education set out in government advice. This code is for pupils who, as part of local or national restrictions to education settings, are specifically advised not to attend school for public health reasons related to COVID-19.
- **Code X08:** Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management. This code is for pupils who are advised not to attend school for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.
- **Code X09:** Pupil or student required to self-isolate as a close contact of a confirmed case. This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months. There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.
- **Code I01:** Illness. This code is used for pupils who are absent because of non-coronavirus (COVID-19) related illness or sickness.
- **Code I02:** Illness Confirmed case of coronavirus (COVID-19). This code is used for pupils who are absent because they have tested positive for coronavirus (COVID-19).

9.2 Where schools are using these sub-codes they will still need to consider on an individual basis whether Code X is the appropriate code for a given non-attendance. They will need to ensure that Code X is only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from either Public Health England (PHE), the UK Health Security Agency (UKHSA) or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

9.3 Where a pupil's non-attendance does not meet these requirements it should not be recorded as Code X and schools should consider whether another code can be used.