

The Circle Trust Document: Addendum to the Attendance Policy Nine Mile Ride Primary

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Owner:	Teaching, Learning and Curriculum
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Next review:	December 2020

Changes History:

Version	Date Reviewed	Based On	Changes Applied	Updated By
1.0	n/a	DfE attendance guidance		ABrown

1. Scope

The government has made it clear that they expect all pupils to return to school in September in all settings and that attendance is mandatory. Nine Mile Ride will continue to promote good attendance; thus enabling and encouraging all pupils to achieve excellence. There is a very strong link between regular attendance and achievement and we will be expecting all of our pupils to return to school to support both their educational achievement and their well-being. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our school. Nine Mile Ride is able to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct; however, the school would like to ensure every alternative option is exhausted prior to issuing sanctions, including fixed penalty notices.

This addendum applies until further notice and sets out changes and exceptions to our normal attendance policy. Pupils, parents/carers and staff should continue to follow our normal attendance policy with respect to anything not covered in this addendum.

The school may need to amend or add to this addendum as circumstances or official guidance changes and all changes will be communicated to staff, parents and pupils.

2. Prevention

From the start of the new school year, attendance will be mandatory for all children, except where statutory exemptions apply. The expectation that parents/carers will let the school know if a child is unable to attend and the reason will remain. Pupils should not attend school if they have been given Public Health or clinical advice and must adhere to self-isolation period. During this time, pupils will have access to remote education via Google Classroom.

The register will be taken as usual and attendance codes used consistently. Registration periods will accommodate the staggered start times.

3. Lateness

Due to restrictions on parents gathering on the school site Nine Mile Ride Primary will be operating staggered start times as follows:

8:30	Years 5 and 6
8:40	Years 3 and 4
8:50	Years 1 and 2
9:00	Reception

4. Support

Some pupils will need additional social and emotional support for re-engaging them to return to school; therefore all children will complete a Thrive screening check to enable school to identify pupils and plan appropriate support. School will then engage with parents/carers who will also need additional time and support to secure pupils' regular attendance. The school will be clear on attendance expectations, take time to understand concerns and build confidence within the parent/carer community.

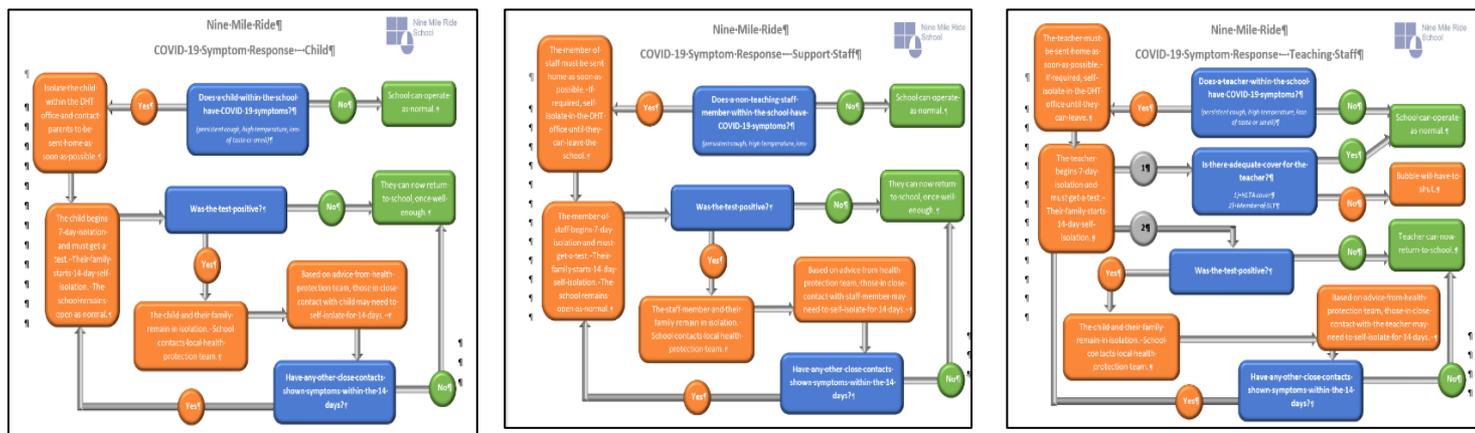
The school will continue to work with other professionals to ensure the services and support are in place that will ensure a smooth return for children with special educational needs and disabilities

5. Becoming unwell at school

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 and advised to follow '[stay at home guidance for households with possible or confirmed coronavirus \(COVID19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved to the Deputy Headteacher's office in the first instance where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. The window should be opened for ventilation. If another child falls ill with symptoms, the Headteachers office will be used and the window opened for ventilation. If the child needs to go to the bathroom while waiting to be collected, they should use disabled toilet. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else. 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. 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 arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Track & Trace.

(Flowchart to follow in the event of...Please click for a larger version)



6. Pupils who are shielding or self-isolating

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are in close contact of someone who has coronavirus (COVID-19). If rates of the disease rise in the Wokingham area, children (or family members) will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. Some pupils no longer required to shield, but who generally remain under the care of a specialist health professional, may need to discuss their care with their health professional before returning to school in September. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

7. Safeguarding

We will continue to apply all safeguarding responsibilities connected to pupil attendance at school as detailed in the policy and the addendum (available on website). Non-attendance of timetabled pupils should be followed up in the usual way and the reason for absence should be documented on SIMS. Where every effort has been made to contact a family of a child that has failed to attend and there are safeguarding concerns, reporting should take place through the normal channels.

8. Register coding

Further technical guidance for recording attendance and absence is due to follow at a later date.

9. Monitor and Improve:

The senior leaders will keep the arrangements detailed in this addendum under review and amendments to operational procedures will be made as required and will be clearly communicated to all staff, advisors and pupils. A thorough review of the addendum will be undertaken every half term.