

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

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| Author: | Headteacher |
| Approver: | Local Advisors |
| Owner: | Teaching, Learning and Curriculum |
| Date: | April 2021 |
| Next review: | July 2021 |

Changes History:

| Version | Date Reviewed | Based On | Changes Applied | Updated By |
|---------|---------------|-------------------------|--|------------|
| 1.0 | n/a | DfE attendance guidance | | ABrown |
| 1.1 | April 2021 | DfE attendance guidance | DfE updates regarding mandatory attendance from 8 March Change isolation timeframes as per DfE update Attendance codes | ABrown |
| 1.2 | May 2021 | DfE attendance guidance | Reviewed but no changes needed | ABrown |

1. Scope

School attendance became mandatory again for all pupils from 8 March.

The usual rules on school attendance apply, including:

- 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)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct Nine Mile Ride will continue to promote good attendance; thus enabling and encouraging all pupils to achieve excellence.

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 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 8 March 2021, attendance will once again 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:

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|------|---------------|
| 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. The school will follow Advice for schools and local authorities to support them to improve school attendance [is available](#).

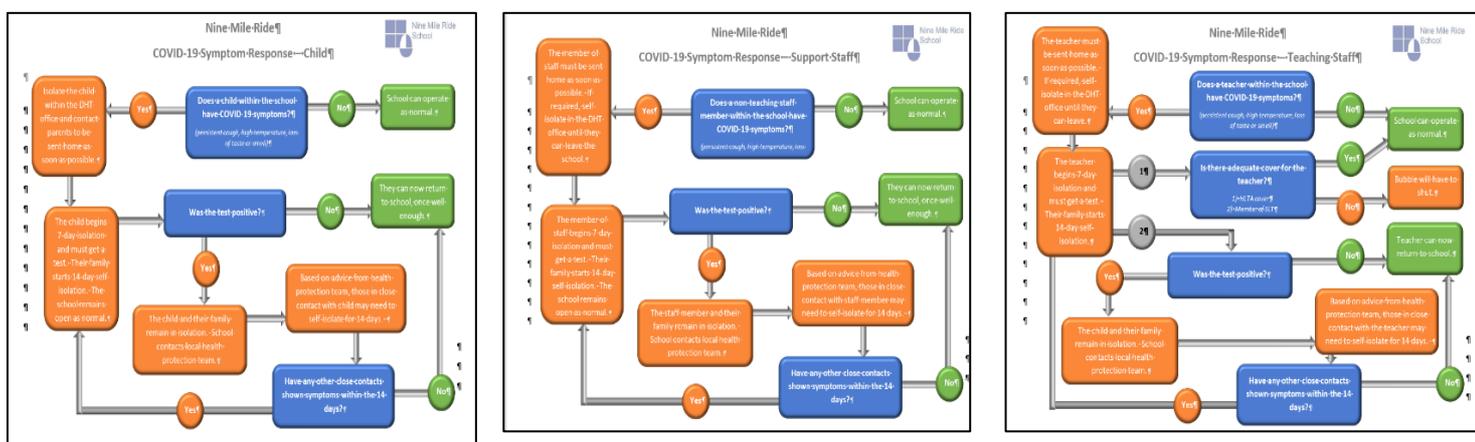
5. Becoming unwell at school

If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.

(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 to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

Shielding advice has been paused nationally from 31 March. All Clinically Extremely Vulnerable pupils should attend NMR unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.

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 will 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

NMR will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils. Code X will be used if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.

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.