



Longney CE Primary Academy
Diocese of Gloucester
Academies Trust

Attendance Policy
Appendix

From 23rd March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all care providers were asked to provide care for a limited number of children – children who are vulnerable, including those with a social worker, those with an Educational Health Care plan, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 1st June 2020, schools are being asked to open to a wider number of children. It is imperative that the daily running of the schools during this time should have at the centre of its organisation the safety and wellbeing of all children within their community.

This additional Appendix of Longney CE Primary Academy's Attendance Policy details the school's procedures at this time in line with national guidance. This document is an interim document and will be amended and updated throughout this period as the situation changes.

Status & Review Cycle:	Statutory and annual
Responsible group:	School LGB
Implementation date:	May 2020
Next Review Date:	Ongoing as needed.

Attendance during partial school closure

During this partial school closure period, the school is adhering to the current government guidance by implementing the following measures:

Attendance is non-compulsory during this partial school closure and parents will not be fined for not bringing their pupil to school in line with the Coronavirus Act 2020 Disapplication of Section 444(1) and (1A) of the Education Act 1996 (England) Notice 2020. Consequently, schools will not be held to account for their attendance during this time.

The school remains open to all vulnerable pupils and children of key workers as well as pupils in Reception and Year 1.

Pupils or Parents demonstrating symptoms of Coronavirus

All communications with parents and carers during this time will be explicit that should a pupil or a member of their family be displaying any symptoms of Covid will not enter the school grounds.

Parents will inform school if their pupil (who is in one of the groups expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.

Taking the register from 1st June 2020

From the 1st June, the attendance register will be taken for all pupils who are expected to be in school as well as continuing to complete the [Educational setting status](#) by midday each day of partial school closure to provide the DfE with accurate information on whether the school is open how many pupils and staff are in school daily.

If a pupil that is expected to be in school does not attend, the school will contact the pupil's parent's/carers, in line with safeguarding practices to check that the pupil is safe and well.

The school respects the concerns of parents and carers and will not at this time exert undue pressure to bring their pupil into school if they feel the setting is unsafe. They will try to reassure parents of the safeguards they have put in place in line with Public Health England's (PHE's) advice and will provide reassurance when necessary.

If a vulnerable pupil does not attend school, the social worker and school (DSL) should explore the reasons for this directly with the parents/carers. Where parents are concerned about their pupil catching the virus, schools should explain the safeguards that they have put into place to minimise contact with large groups. Schools must notify social workers if a vulnerable pupil fails to attend school when expected.

In line with our safeguarding policy, DSL's will ensure that the list of vulnerable pupils is kept updated, so that everyone is clear about who should be in school at this time. In line with GCC policy if this list changes because an additional pupil has gone onto the CP list, or has received an EHCP, then the vulnerable pupil list will be updated and shared with the local authority via <mailto:educationdatahub@gloucestershire.gov.uk>. Any queries should be directed to either the Education Inclusion Officer or Andrea Jordan Education Inclusion Lead at andrea.jordan@gloucestershire.gov.uk or on 01452 328199.

Schools will work closely with social care, virtual school and other professionals at this time to safeguard pupils. They will make sure that in line with our appendix to our safeguarding and pupil protection policy, that they stay in touch, via telephone, email, or doorstep visit, (if this is safe to do) in line with safeguarding policy procedures.

Codes to be used to record the register during this time only.

Pupils who are not eligible to attend a session This includes any pupil who is not in an eligible year group or priority group ie children of critical workers and vulnerable children. This may also include children who are in an eligible year group but are not required in school for a specific session	X
Pupils who are eligible to attend a session but do not This includes children in eligible year groups, children of critical workers and vulnerable children, such as: <ul style="list-style-type: none"> - where a pupil is shielding, self-isolating , or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school 	Y
<ul style="list-style-type: none"> - where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness). 	I
<ul style="list-style-type: none"> - where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school 	C
Pupils who are attending other schools Where a pupil is attending: <ul style="list-style-type: none"> - another school at which they are registered (for example, a pupil referral unit (PRU)), as would normally be the case, code D (dual registered) should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered 	D
<ul style="list-style-type: none"> - a host school on a temporary basis because their home school cannot accommodate them, the pupil will not be registered at the host school. The home school should record the pupil as attending an approved education activity using code B (off-site educational activity) - the host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences. 	B
Using other authorised absence and attendance codes Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as code M (medical appointment).	M

Staggered start times

During this period, Longney CE Primary Academy has implemented a staggered start time to enable pupils to enter the site safely. The schools register is normally shut 15 minutes after the official start of the day but during this time, in recognition of the exceptional circumstances this is extended to 30 mins after the start of the pupil's bubble start time.

Any pupil who is late and where classes have already gone into session should enter the school via the school office etc but remembering to keep social distance and then office staff to have handover of pupil etc.

Exceptional Circumstances

Any pupil who is classified as clinically extremely vulnerable under the government guidance found [here](#) should not be in school at this time, regardless of whether the rest of their year group is attending.

If a pupil lives with an extremely clinically vulnerable person, they will only be able to attend school if they are able to adhere to strict social distancing measures and if they can understand and follow those instructions. This may not be the case for very young children.

If a pupil lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant can attend school.

Pupils who are described as being clinically vulnerable should only attend school if stringent social distancing can be adhered to. If a pupil has an EHCP for medical reasons and parents would like the child to return to school, then there will need to be an adaptation to the child's individual care plan may need to be put into place to ensure the child's wellbeing. This will be completed ensuring that full advice and guidance is taken from health professionals. All adaptations to pupils' individual plans will be fully communicated with LA SEND team.